

UNITED METHODIST VOLUNTEERS IN MISSION

Training Manual for Mission Volunteers



Christian Love in Action

Mission Volunteers Program Area

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Published by the General Board of Global Ministries
Mission Volunteers
475 Riverside Drive, New York, NY 10115

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1

I NTRODUCTION

FOREWORD

The United Methodist Volunteers In Mission movement is one of the most exciting things happening in the church today. It deserves our best efforts. This manual is meant to help in that endeavor by providing a standard of training excellence, thereby ensuring the integrity of UMVIM teams across the church.

In the four years this *Training Manual for Mission Volunteers* has been in print, it has been reprinted once and 3,000 copies sold or distributed. With this third printing, some revisions have been made based on comments and recommendations from you, our United Methodist Volunteers In Mission (UMVIM) team leaders. We thank you.

The manual has been designed with the team leader in mind. It has practical helps, timelines, suggested resources, and team-building exercises. It has general information that relates to any volunteer team experience and also includes helps for specialized volunteer teams. It is the result of some 30 years of experience in sending mission teams, and it gleans from all the best materials produced during those years. In the true spirit of the volunteer movement, it has had wide participation from across the church in its preparation.

The vitality of the UMVIM movement is attested to throughout The United Methodist Church. It was supported through the 2004 General Conference action leading to ¶247.12 in *The Book of Discipline* which requires the charge conference to receive annual reports on all UMVIM teams, forwarding the report to the annual conference and the general church. Additional 2004 General Conference actions ruled that each annual conference may set aside a Sunday to be declared Volunteers In Mission Awareness Day; that each local church provide for a celebration of the UMVIM movement; and that local churches draw upon resources of the Conference UMVIM Committee to help make the day memorable, one of “Christian Love in Action.” (1 John 3:18)

UMVIM participants testify to lives transformed and congregations renewed as they become involved in this kind of mission outreach. New relationships are developed with persons from other cultures, and traditional walls of division are torn away as we risk involvement in response to God’s call to Christian mission.

Jeanie Blankenbaker

*Assistant General Secretary
Mission Volunteers
General Board of Global Ministries*

ACKNOWLEDGMENTS

This manual represents the efforts and contributions of many dedicated Volunteers In Mission who have put into writing throughout the years the things they have learned through their experiences as team members and team leaders. Members of the design team who compiled the manual in its present form represent all five jurisdictions and the Mission Volunteers Office of the General Board of Global Ministries. They are:

North Central Jurisdiction: Virginia Bell, Marcia Florkey

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Southeastern Jurisdiction: Bonnie Howard, Noble Miller, Tony Rowell

Western Jurisdiction: Roger Boe, Burl Kreps, Kurt & Jan Kaiser, Lloyd & Holly Ludlam, David Wolf

Mission Volunteers, GBGM: Jeanie Blankenbaker, Bob Walton, Betty Whitehurst

Publications consulted during the writing of this manual include the following:

1. Annual Conference UMVIM Handbooks:

California-Nevada Conference, Detroit Conference, Louisiana Conference, Missouri Area (Missouri East/West) Conference, Oklahoma Conference, South Carolina Conference, Texas Conference, West Ohio Conference.

2. Jurisdictional UMVIM Handbooks:

North Central Jurisdiction, Southeastern Jurisdiction

The United Methodist Fellowship of Health Care Volunteers prepared the section on medical teams and assisted with other health-related topics. We thank the following program areas of the General Board of Global Ministries for their assistance and contributions: United Methodist Committee on Relief, Health and Relief, Mission Contexts and Relationships, and Mission Personnel.

3. General Board of Global Ministries:

Guidelines for Sending and Hosting Volunteers (created by the International Conference on Sending and Hosting Volunteers In Mission, Oklahoma City, Oklahoma, November 1998)
Handbook for Individual Volunteers, November 2000
United Methodist Volunteers In Mission: A Manual for Teams, November 1997

GUIDELINES FOR UNITED METHODIST VOLUNTEERS IN MISSION TEAMS

A United Methodist Volunteers In Mission (UMVIM) team is one that serves locally, nationally, or internationally where it is invited; works in a ministry endorsed by the host Methodist church, partner church or agency, or nongovernment organization (NGO); and serves in cooperation with the local host group. The intent of these guidelines is to ensure that the presence of the team will not interfere with the authority and integrity of the church leadership, thereby strengthening and upholding the local church. The team will have an UMVIM trained leader who provides training for the team, ensures completion of proper forms and insurance coverage, and is in communication with annual conference and jurisdictional UMVIM leadership.

The Board of Directors of the United Methodist Fellowship of Health Care Volunteers (UMF/HCV), the health care component of UMVIM, fully endorses the UMVIM guidelines. The Board also strongly recommends working in compliance with the local governmental health authority.

PURPOSE OF UMVIM

The 1996 General Conference established the Mission Volunteers Program Area (of which UMVIM is a part) within the General Board of Global Ministries, with instructions to enable the participation of Methodists throughout the world in global mission volunteer programs so that affirming, empowering, and trusting relationships would be established. The strength of this movement gains momentum day by day as the worldwide church prepares to send and receive those who want to make the love of God visible, meaningful, supportive, and redemptive.

The UMVIM motto, “Christian Love in Action,” is taken from 1 John 3:18, in which Christians are asked to love “not in word or speech, but in truth and action.” Living our faith is at the very heart of our Christian calling and reflects the purpose that has grown out of our understanding of who we are and what we want to be: those who express “Christian Love in Action.”

CHARACTERISTICS OF UMVIM

1. Are open to God’s blessing.
2. Radiate Christ’s love.
3. Share Christ’s great spirit of kindness, acceptance, and unity.
4. Serve Christ and His people.
5. Lift up God in all they do.
6. Have a healthy prayer life.
7. Think team, not self.
8. Are flexible, patient, and relaxed.
9. Realize that people are more important than work results.
10. Understand that cultures are different, not superior or inferior.

TASK OF UMVIM

The task is what we do with our abilities (such as provide dental care, teach classes, treat an illness, construct or repair a building, or realize an evangelism project). Our task is secondary to our purpose of sharing the love of God in ways that make a Christian difference. Task and purpose are closely related, and both are to be accomplished in ways that lift up Jesus Christ in all we do as a volunteer and servant. We all are called, we all are sent, and we all are to offer the gift of hospitality to others.

THEOLOGICAL STATEMENT

The understanding that “we are called” and “we are sent” is at the foundation of our faith. The Scriptures are full of stories of people who responded to a call and were sent on a mission for God. Abraham and Sarah, our parents in the faith, met God in the desert and entered into a covenant that from that moment they and their descendants would be dedicated to God’s mission. Miriam heard the call and was sent to care for her baby brother. Moses heard the call coming from a bush that was burning but not consumed and was sent to lead his people out of captivity. Isaiah had a vision of God in the Temple and heard the voice of the Lord saying, “Whom shall I send, and who will go for us?” Isaiah answered “Here am I, send me!” (Isaiah 6:1–8)

Jesus spent his ministry calling people and sending them on God’s mission (Andrew and Peter, the sons of Zebedee, Mary and Martha and Lazarus, the woman at the well, the paralyzed man by the pool, Zacchaeus in the tree, etc.). Jesus understood himself to be called and sent when he announced to his hometown synagogue in Nazareth: “The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord’s favor.” (Luke 4:18–19)

Jesus summed up the Christian life in a simple formula: “Love the Lord your God with all your heart, and with all your soul, and with all your mind, and with all your strength” and “Love your neighbor as yourself.” (Mark 12:30–31) When asked by a lawyer to explain who his neighbor was, Jesus told the story of the good Samaritan. The Samaritan was a good neighbor because he had compassion and was able to cross cultural and religious boundaries to help someone who was obviously hurting and in need of help. And then Jesus said, “Go and do likewise!” (Luke 10:37)

The New Testament instructs those who would be followers of Jesus to feed the hungry, clothe the naked, give shelter to the homeless, heal the sick, care for the widow, and nurture the children. We are told that Jesus came in order that we might be able to tear down dividing walls of hostility and to build bridges of understanding. We are called, wherever we are in the world, to love all of God’s creation, and to demonstrate that love with action.

Therefore, putting our faith into action is at the very heart of our Christian calling and not just something that we do in our spare time after we have reached our personal goals. Through Volunteers In Mission, all people in the church have the opportunity to serve and to live their calling and their lives more faithfully. And when we reach out in this way, using what God has given us in the service of others, we have “life transforming” experiences.

The gift of hospitality is another theme recurring throughout the Scriptures. In the Hebrew Scriptures, giving shelter to the traveler, helping the sojourner in our midst, and sharing with each other are what God expects. Jesus introduces us to a God of grace who offers unconditional hospitality to all who will come. Provisions are made for all, with a special place reserved for those who are among the marginalized. We are instructed in the Book of Hebrews: “Let mutual love continue. Do not neglect to show hospitality to strangers, for by doing that some have entertained angels without knowing it.” (Hebrews 13:1–2)

Our neighborhood has expanded. Today we are a global neighborhood and our neighbors are everywhere. There is no place on this planet where volunteers are not called to go if there is a need. There is no place on this planet where there is no opportunity to receive those who understand themselves to have been sent. We have discovered that when those from more affluent countries and congregations work alongside those who are poor or oppressed, we are blessed in profound ways. As we move into different cultures and experience the reality of other contexts, we begin to live our lives with greater sensitivity, understanding, and compassion. This kind of living and understanding can be life-energizing and church-energizing.

Martin Luther King, Jr., said: “Everyone can be great because everyone can serve. You don’t have to have a college degree to serve. You don’t even have to make your subject and your verb agree. . . . You only need a heart full of grace . . . a soul generated by love.”

HISTORY OF UMVIM

Volunteers In Mission began when Jesus, finding Simon and Andrew beside the Sea of Galilee, said, “Follow me and I will make you fish for people.” (Matthew 4:19) People have answered Jesus’ call to mission ever since. Especially since the 1940s, members of local churches have gone individually and in teams to serve as short-term volunteers in the United States and around the world.

The United Methodist Volunteers In Mission movement arose spontaneously out of the local church, as United Methodists felt called to express their faith through hands-on mission. As time went on, conferences and jurisdictions organized to recruit, support, and coordinate projects for those wanting to make a loving difference in the world. The General Conference of 1980 officially sanctioned United Methodist Volunteers In Mission and directed the General Board of Global Ministries to “affirm Volunteers In Mission as an authentic form of personal missionary involvement and devise appropriate structure to interpret and implement opportunities for mission volunteers in the global community.” (§ 1302.14, *Book of Discipline 2004*) This legitimization sparked the movement in most conferences throughout the denomination, and the 1988 General Conference suggested that every annual conference name a Volunteers In Mission Coordinator to work cooperatively with the General Board of Global Ministries and the jurisdictional UMVIM offices.

The General Conference of 2000 adopted a resolution recommending that every jurisdiction include in its budget a line item to cover the salary, professional expenses, and office expenses for a jurisdictional United Methodist Volunteers In Mission Coordinator. In addition, they requested that the General Board of Global Ministries enter into discussion with the Central Conferences about the possibility of Volunteers In Mission programs in those conferences. The General Conference of 2004 ruled: “The charge conference shall receive reports annually on all local church organized United Methodist Volunteer In Mission (UMVIM) teams, and the total number of local church participants in any UMVIM team, and shall forward the combined report to the annual conference and the general church through the regular annual local church statistical report.” (§ 247.12). Additional action at the General Conference of 2004 included the ruling that each annual conference may set aside a Sunday to be declared Volunteers In Mission Awareness Day.

Today, tens of thousands of United Methodists each year serve as Volunteers In Mission. Most serve from one to two weeks, while others serve for a year or more. Ordinarily, volunteers serve at their own expense and with support from their local churches. Most teams contribute to the cost of materials for construction projects. UMVIM works closely with the United Methodist Committee on Relief (UMCOR), providing teams to assist in recovery from natural disasters and violent conflicts. The strength of this movement gains momentum day by day as the worldwide church prepares to send and receive those who want to make the love of God visible, meaningful, supportive, and redemptive.

WE DREAM OF A FUTURE

We dream of a future for United Methodist Volunteers In Mission.

Mother Teresa observed that a tremendous strength is growing in the world through sharing together, praying together, suffering together, and working together. Those of us in the mission volunteers movement know about that power. We speak of spiritual renewal, lifestyle changes, new relationships, and revitalized local churches.

As we move into the twenty-first century, it is clear that mission volunteers have an increasingly important role to play. The linking of mission volunteers with global mission projects will enable us to build bridges, develop relationships, and experience cross-cultural enrichment, as we reach out to each other in cooperative ministry. Education for mission will take on new meaning as we learn to serve and serve to learn. We will deliver resources and empower mission leadership in more effective, meaningful ways as we develop new levels of understanding.

We dream of a future in which the partnership is strengthened.

We will come to understand and be able to work in each other's contexts. Volunteers In Mission will be integral to the realization of a global church. Volunteers In Mission is a program in which information, understanding, and sharing are reciprocal, and people can create continuing relationships with sisters and brothers of different races, faiths, and experiences around the world.

We dream of a future with increased involvement in the Volunteers In Mission program.

Every country will be enabled to send teams, as well as receive teams. Every church of the connection will have at least one new Volunteer In Mission joining a team every year. There will be increased opportunities for individual volunteers to participate in a mission experience. Individuals will be empowered with the knowledge that they can make a difference.

We dream of a future of improved coordination and communication.

An international network of mission volunteers in annual conferences, jurisdictions, partner churches, and the General Board of Global Ministries Mission Volunteers Office will be linked via the Internet. There will be a Volunteers In Mission Coordinator in every church with e-mail capability. There will be a large pool of volunteers ready to respond to emergencies. There will be an extensive skills bank and database of people who are willing to be called into service. There will be a system to find local and regional projects through which teams can respond to missional opportunities on weekends with minimal expense and travel. Having effective, trained coordinators at both ends of the project will allow for trouble-free, effective work projects.

We dream of a future in which Volunteers In Mission will be the driving force for mission renewal of the local church.

There will be a continuing positive impact of love (brother- and sisterhood) in a world torn apart by injustice and separated by apathy. Volunteers will provide homes for the homeless, medical care for those who have little or none, food for the undernourished, and goodwill exchanges so that Christ's love builds bridges between cultures and individuals. Volunteers will be strong witnesses and advocates for world peace, justice, and equality. We envision a church that recovers its purpose and power as it demonstrates God's mission by pouring itself out for others, crossing all boundaries to identify with struggles and needs, yearnings and sorrows, joys and fears, confusion and doubt, and the quest for true human dignity among all people everywhere, especially those regarded as the least of God's children. Mission for the twenty-first century challenges us to focus on relationships between diverse people for common mission. God has given us the United Methodist Volunteers In Mission movement to lead the way!

(Based on "Guidelines for Sending and Hosting Volunteers," created by the International Conference on Sending and Hosting Volunteers, Oklahoma City, Oklahoma, November 1998)

2

BASIC TRAINING MANUAL FOR TEAM LEADERS

SELECTION AND TRAINING OF TEAM LEADERS

The sponsoring body may wish to meet with several candidates in order to locate the one who best exhibits the desired character and qualities of a team leader. The discussion should deal realistically with qualities needed in team members as well as in the team leader. It should also center on the numerous tasks involved in organizing an UMVIM team. The mission team leader will be required to pull together all phases of team preparation and on-site activities to ensure a successful mission experience.

Great care must be taken in the selection of a team leader. The team leader will be a major factor in the effectiveness and success of the mission. It is imperative that the selected team leader have some experience as a team member or co-leader. The importance of this background cannot be overstated. In addition, team leadership training is invaluable and strongly recommended. Most annual conference UMVIM organizations provide training for potential team leaders.

PREREQUISITES FOR LEADING AN UMVIM TEAM

In order to lead an UMVIM team, a person should first:

- Participate in an UMVIM team project.
- Attend UMVIM team-leader training.
- Be endorsed by his or her pastor and/or outreach committee.
- Complete an application process.

QUESTIONS TO ASK WHEN CONSIDERING SOMEONE AS A TEAM LEADER

- What role does this person currently hold in her/his local church?
- Do the members of his/her church respect this person?
- Would YOU want to be stranded thousands of miles away from home with this person?
- Is this person willing to gain the training necessary to accomplish the task?
- What group leadership experience does this person possess?

QUALITIES TO CONSIDER WHEN SELECTING AN UMVIM TEAM LEADER

- A demonstrated commitment to Christ and to the mission ministry of the church.
- Maturity.
- Travel knowledge and cultural sensitivity.
- Flexibility and patience, patience, patience.
- Leadership skills in organization and decision making, ability to delegate responsibilities to team members, and willingness to include the team in the process.
- Financial management skills or ability to delegate to a team member this responsibility.
- Ability to recruit team members and locate resources.
- Interpersonal skills and communication skills for dealing with team members and contact persons of the sponsoring ministry and the host team.
- An enthusiastic, caring, positive attitude that enables the person to be a motivator.
- Willingness to invest time and energy to prepare, guide, and supervise mission team members.
- Ability to be a problem solver.
- Ability to set a good example for the team.
- A sense of humor.

HELPFUL READING MATERIAL FOR THE TEAM LEADER

- Stephen R. Covey, *The 7 Habits of Highly Effective People*
- John C. Maxwell, *The 21 Indispensable Qualities of a Leader*
- John C. Maxwell, *The 21 Irrefutable Laws of Leadership*

TEAM LEADER RESPONSIBILITIES

(For details, see “Team Leader Checklist” in the Forms for Team Leaders section of this manual.)

PLANNING A VOLUNTEER PROJECT

Advance planning is essential for a successful team experience. Planning normally begins at least one year in advance. The planning group needs to do the following:

- Select a project and team activities.
- Make travel arrangements.
- Gather health and safety information.
- Develop a timeline for preparing for mission.
- Prepare a budget.
- Plan team orientation and training.

SELECTING A PROJECT

Many resources are available online to help you search for an UMVIM project that is appropriate for your team. Consider the factors listed below before looking at the lists. Then go to the web page: <<http://gbgm-umc.org/vim>>*. There you will find projects listed for the USA and for countries around the world. Go to the link: *Where we go* (US & International Individual & Team Opportunities). There you will find a brief description of the projects, contacts, and web links as well as indications for age appropriateness and team size recommendations, along with other information.

Your jurisdictional or conference UMVIM Coordinator will help, too. Each of the five United Methodist jurisdictions (regional structures) has a jurisdictional UMVIM Coordinator whom you may contact. These coordinators collect and distribute information about UMVIM opportunities. Your jurisdictional and conference coordinators may also have general information about countries where you may want to serve. Get the name, address, phone number, and e-mail address of your jurisdictional coordinator or your conference UMVIM Coordinator by going to the website of the Mission Volunteers Office of the General Board of Global Ministries: <<http://gbgm-umc.org/vim>>. Click on the link for jurisdictional and annual conference UMVIM Coordinators. You may also call the Mission Volunteers Office at 212-870-3825.

FACTORS IN THE CHOICE OF A PROJECT

- Where can we find a place for Christian service?
- Is the sponsoring body interested in a community, conference, or international project?
- How many people do we want to have on our team, and of what age groups?
- How many people can the hosts accommodate, and what age range?
- Do our skills meet their needs?
- Do the dates of their project fit the time we can schedule for our mission?
- Is the time of year a critical consideration for either the sponsoring or receiving group?

- Is the travel time reasonable?
- What will be the cost per participant for travel, food, lodging, and insurance coverage?
- Is the price right? (In addition to team members' expenses, can our group raise enough money to pay for needed building materials, medical supplies, etc.?)
- What are the cultural, geographical, social, and language differences between the sponsoring group and the receiving group?
- How can the sponsoring group approach these differences positively?
- Is this a priority project? Whose priority?
- Are we working through the proper channels?
- Can we get the job done with our team?
- Does the project need several teams in sequence one after another?
- Is an on-site visit early in the process advisable or required?
- Are building permits for the team in order?
- Are there opportunities for sightseeing or other time off?
- How many team members have been on an UMVIM team before? If none, recruit an experienced team leader.
- If you cannot find a prospective team leader who has been on an UMVIM trip, however, don't give up! Just choose an easier project.
- Explore projects sponsored by United Methodist ministries that receive UMVIM teams frequently. Some agencies depend on receiving numerous UMVIM teams to accomplish their mission. They will be ready for your team and will know how to use you.
- If yours is an experienced team or if you go with an experienced team or team leader, consider a non-institutional setting with less ready-made preparation for your visit.
- You may also wish to consider an UMVIM experience in another country. Many Methodist bodies in other countries rely heavily on UMVIM teams and have already identified projects. You and your team can probably find a project in another country that fits your interests and aptitudes.

COMMUNICATION WITH HOSTS

As you plan your UMVIM team experience, it is important to be in touch with the host group. For a project within the United States there is a contact person, and in other countries there are coordinators selected by the agency, church, or organization desiring UMVIM participation. Contact these individuals as you consider where your UMVIM team may serve. Groups should never go and serve without an invitation from some host.

It is imperative that you have in mind what your group will bring to the UMVIM experience. Communication is needed from the very beginning in order to clarify the nature and purpose of the project. Be aware that communication is not easy in some areas of the world. Preparation and communication need to be in place many months ahead of the project dates.

Once the project and location have been selected, the team leader should consult with the host's official contact person via telephone, e-mail, fax, or letter to establish the dates for the mission. It is also very important to consult with the host regarding the team size and to make arrangements for accommodations. All telephone discussions should be followed by written confirmation. After you choose your place of service, make a formal agreement with the host. If needed, send an advance party of one or two to visit the proposed site and negotiate the arrangements. If this is impossible, negotiate by phone or e-mail and follow up by faxing or mailing a written copy of the proposed agreement to the host. Negotiate by mail if you cannot do so otherwise. (*See the "Worksheet for a Preliminary Site Visit" in the Appendix of this manual for a checklist of items that should be addressed.*)

RECRUITING TEAM MEMBERS

Recruiting team members for the Volunteers In Mission team is a key responsibility of the team leader and an important way the team leader contributes to the mission.

- Recruitment of team members is done through communication with the church membership. Utilize websites, UMVIM databases, church/district/conference newsletters, and speaking engagements before church bodies and committees.
- An application form should be developed that will garner personal information and describe the selection process. Always recruit more members than will be required, as later changes may eliminate some who are selected. It is important that you clearly explain the selection process to prospective team members so that there are few misunderstandings.
- Selection of team members will depend on the type of mission. You will need to determine the size of the team based on information from the host site. Transportation can be an issue in some geographical areas and should also be considered.
- Though some mission projects will require specific skills and talents, the team should be well-rounded. Everyone has gifts and can find a way to be useful!

DESCRIPTION OF A GOOD RECRUITER

- **Prayerful**—Be open through prayer to the leadership and work of the Holy Spirit to guide you in your recruiting.
- **Sincere**—Believe in the mission.
- **Enthusiastic and positive**—Count on enthusiasm to recruit when other ways fail. Enthusiasm begets courage and confidence, defeats doubts, creates energy, and ensures success.
- **Knowledgeable**—Be able to tell the volunteers where they are going, what they will be doing, where they will stay, what they will eat, etc. Communicate the reason(s) to serve. Assure the volunteers that the time, abilities, and monies they invest in the mission will make a Christian difference.
- **Personable and a good communicator**—Make personal contacts if possible. Be warm and personally involved in the mission and with the person being recruited. Consider having one volunteer recruit another volunteer.
- **Persistent**—Sometimes you may need to visit 10 different people before you recruit one.

A Good Recruiter Will:

1. Know the specific needs of the mission and of the team, for example:

- a. Houses need to be built for the homeless.
- b. Churches need to be built or remodeled to provide a safe place to worship.
- c. Teeth need to be pulled to ease the pain.
- d. Glasses need to be prescribed so people can read.
- e. Children need to be taught about God's love.
- f. The team may need a cook.
- g. People need to be recruited who have specific skills, such as:
 - 1) Carpenters, block layers
 - 2) Dentists, optometrists, nurses, doctors

- 3) A pastor or other spiritual leader
- 4) Vacation Bible School teachers
- 5) Helpers.

2. Challenge potential volunteers to:

- a. Use their unique abilities to do what they can to help the team fulfill the purpose of the mission.
- b. Learn from the experience and grow as Christians.
- c. Enjoy the mission.

3. Use a variety of recruiting techniques and resources:

- a. Personal appointments, as well as informal person-to-person contacts
- b. Telephone conversations
- c. Contacts with former volunteers to the same area
- d. Displays
- e. Presentations
- f. Brochures
- g. Newsletters
- h. Personal letters
- i. Reception/brunch
- j. Pastor
- k. Jurisdictional and annual conference UMVIM resources
- l. Mission Volunteers Office, General Board of Global Ministries

BUDGETING

The budgeting process will need to be addressed by the team leader prior to team member recruitment. The concerns can be broken down into several areas not limited to the following.

1. Project funds

- a. Cost of the project
- b. Funds available from resources other than team members
- c. Time that funds for materials need to arrive in the host country

2. Team expenses

- a. Roundtrip airfare
- b. In-country transportation
- c. Daily living expenses (food, lodging)
- d. Pre-departure expenses (publicity, phone, postage, meetings, mailings)
- e. Gifts for local hosts
- f. Visas (entrance and/or departure)
- g. Fee for interpreter

- h. Tips for airport porters and others
- i. Fees for overweight or extra baggage
- j. Transportation to/from airport of departure
- k. Airport fees where applicable
- l. Sightseeing
- m. Insurance
- n. Team first-aid kit
- o. Film and processing
- p. Conference/jurisdictional registration fees, if applicable
- q. Host country coordination fee, if applicable
- r. Miscellaneous (always include a little extra for unforeseen expenses)

Once you have calculated the costs outlined above, you can set the cost per team member. A decision will need to be made as to whether to add a surcharge to each member's costs to cover the trip expenses of the team leader. This method is utilized to compensate the team leader for the time and commitment of organizing the mission. The basic computation is:

$$\frac{(\text{Team expenses} + \text{Project expenses}) \text{ minus any church donation}}{\text{Number of team members}} = \text{Cost per member}$$

With these figures in mind, develop a payment schedule so that you receive all funds well in advance of your departure date. (Note: Airfares often must be paid in full 60-90 days prior to travel.)

Other expenses that will be incurred by team members are:

- Passport fees
- Inoculations
- Notary fees (it may be possible for a notary to attend a team meeting to notarize all documents for a reduced fee or as a contribution)

(See "Building a Budget" in the Forms for Team Leaders section of this manual for a budget worksheet.)

INVOLVING THE LOCAL CHURCH

Find ways to help the local churches represented on the team to feel ownership of the project. Sometimes an UMVIM project converts a local church to a world mission perspective. Here are some approaches that often help:

1. Identify ways for team members' home churches to participate (donate money and supplies, pray for the mission, etc.).
2. Develop a daily prayer calendar listing team members, host project, and daily activities.
3. Appoint a home church representative from each local church represented on the team (not a team member) to attend the team orientation and training sessions.
4. Plan a Sending Forth Service. The church is sending out Volunteers In Mission. Celebrate!
5. Write or send an e-mail to the local churches from the project site. Do this the first or second day. Mail delivery from overseas will be slow. Before departure, write on-site messages for your local church newsletter.
6. Report to the home churches after the event.

PUBLICITY

It will be necessary to utilize a variety of communication resources as you prepare for, achieve, and return from your mission trip. Here are some ways to help spread the news.

Newspapers

1. In the team members' application for the mission trip, include a line requesting information on local newspaper(s) that serve the geographical area where the team members reside.
2. Prepare a news release related to the goal of the mission trip that is generic enough to be released to all the newspapers mentioned in the applications. Information that would be useful answers the usual questions—who, what, where, when, and why. Include any special requests for donations to benefit the host country or team. BE SPECIFIC. Give the community the opportunity to become involved.
(See “Press Release Format” in the Forms for Team Leaders section of this manual.)
3. Utilize conference newspapers in the same way.
4. On the team's return flight, have a standardized news release for each member to fill out detailing some of his or her experiences. As soon as possible, forward the release to the newspapers with a photograph of the team at work at the mission project site. Be sure to thank any community contributors.
5. Your conference communications director can assist you in the preparation of these materials.

Websites

1. Most annual conferences and many local churches have websites dedicated to their ministries. Post the mission trip information on these sites and have the information posted on the LISTSERV, if it is available.
2. Contact the webmaster for the site and post pictures of the project on the website. If they are available, also post pictures of the people of the community that you will be assisting.
3. Immediately upon the team's return, update the information about the trip and include as many photographs as the webmaster will allow. Have team members' stories of their experiences posted along with the photos.
4. If any team members have personal websites, encourage them to utilize the Internet to promote the mission trip.

Radio and Television

All radio and television stations are required to make airtime available for not-for-profit groups. Contact the station managers to assess how and when these services can be utilized. These two media can go a long way in recruiting team members and soliciting donations. Arranging to have a film crew at a team-packing night makes for good media coverage. Again, your conference communications director can be of assistance in these areas.

TRAVEL ARRANGEMENTS, PASSPORTS, VISAS, LEGAL ISSUES

- Consider appointing one person as the travel coordinator for your team. Make travel plans well in advance. (See “Suggested Team Member Assignments” in the Appendix of this manual for a description of the travel coordinator's responsibilities.)
- Check with travel agents and airlines to find the best fares for your group (see “Tips” next page). Remember that lowest fares generally come with the most restrictions and penalties for changes or cancellations. Your travel agent might suggest a “missionary fare,” which may be higher in price but offers generous cancellation and changes benefits.

- Confirm all details in writing: dates, flights, times, airline, departure and arrival points, ticket prices, taxes, spelling of names. All names for international tickets must match exactly (first and last names) the passport names.
- Most airlines now utilize only electronic ticketing for their flights. In some cases, a paper ticket is still required for smaller, international carriers. A travel agent is your best source of information for how to travel using e-tickets or a combination of e-ticket and paper ticket.
- REMINDER: Airlines may change schedules without notice. Call your airline 24 hours prior to departure in each direction to confirm your travel plans.

Valuable Websites for Travel Planning

- | | |
|--|---|
| ■ Tips on international travel, current foreign entry requirements | < http://travel.state.gov > |
| ■ Updates on your travel destination | < http://travel.state.gov > (click country under "Travel Warnings") |
| ■ Airport security updates | < www.tsa.gov > |
| ■ Packing forbidden items | < http://www.tsa.gov/public/display?theme=177 > |
| ■ Country profiles | < http://gbgm-umc.org/country_profiles/ > |
| ■ Information about overseas travel | < http://www.gcfa.org/riskmanagementpage.htm > |

Tips for Working with a Travel Agent

1. A group of 10 or more persons traveling together on the same flight schedule generally qualifies for a group rate. Group rates are not always lower than individual tickets, but often come with "perks" that make them very attractive, such as reserving seats on the plane months ahead of time without having to pay until closer to departure (most individual tickets need to be paid within 24 to 48 hours from the time of reservation).
2. A good travel agent who specializes in group travel is your best source of lowest rates and:
 - a. Can often obtain deeply discounted seats through a wholesaler.
 - b. Frequently knows of special negotiated prices on specific airlines that are not always available to the general public or online.
 - c. Can sometimes obtain a free ticket for the group leader.
 - d. Can look for creative routings to help reduce ticket costs. (Example: a fare from Seattle to Costa Rica may be \$850, but purchase a ticket from Seattle to Houston for \$198 and another ticket from Houston to Costa Rica for \$298, and the combined total price will be almost half of the direct fare.)
 - e. Has access to special missionary fares through certain airlines.
3. Use caution when booking group travel flights over the Internet, as experience has shown that groups are often split up into various flights without permission or knowledge until it is too late. The savings you thought might be realized may be spent in time and anguish trying to rectify the problems.
4. Be aware of proper documentation for entering a foreign country and for re-entry into the USA (see "Documentation," below) as requirements vary by country.

Documentation

PHOTO ID is required at the airport for all persons traveling by plane within the USA (excluding minors traveling with an adult). Experience suggests that the team leader should write his/her representative

in Congress to say where the team is going, with a list of the names, passport numbers, and flight schedules. In emergency situations this filed information may be helpful.

Passports for International Travel

- For passport information online: <<http://travel.state.gov>>
- PASSPORTS are required for travel outside the USA.
- Passports must be valid for six months beyond the date of your return flight.
- Passports must have at least two completely blank pages inside.
- Extra blank pages can be added into a valid passport at no charge from passport agencies around the country.
- Check that all team members have current passports. It may take two months to receive a new passport or renewal.
- The name on your airline ticket must match exactly the first and last name on your passport or photo ID.
- Always keep a copy of the picture page of your passport with you (in a location separate from the passport itself, in case of loss). It is also a good idea to leave a copy at home.
- Carry at least two extra passport photos when traveling abroad for emergency use (loss of passport, or unexpected visa requirement).
- ALWAYS carry your passport on your person at all times, secure but easily accessible.
- Team leaders: carry a copy of the picture page of each team member's passport.

Visas

- Visa information online: <<http://travel.state.gov>>
- A VISA is permission to enter a foreign country.
- Each team member must have a passport before application for a visa can be made.
- Many countries that did not previously require a visa for US citizens have adjusted their policy since September 11, 2001. Check for current foreign-entry requirements, including visas at <<http://travel.state.gov>> or contact the travel agent, or the embassy of the country your team is planning to visit.
- Each country that requires a visa permit for entry has unique requirements to obtain that visa.
- Visa fees vary from country to country. Since September 11, the USA has raised the rates for citizens from many countries to enter the USA. Consequently, those countries have in turn raised their fees for American citizens to obtain tourist visas to enter their countries.
- Some countries require a letter of invitation with all team members' names listed to obtain a visa. This can be obtained from the host who invites your team to serve.
- If the country requires that the visa be obtained before the team departure from the USA, it is recommended that the team leader send all the team members' applications, passports, and letter of invitation together to the required office.
- Remember that some visas may take several weeks to obtain, so plan early.
- Visas are generally stamped INTO the passport.
- Be sure to mail passports via FedEx, UPS, DHL, or other tracking system. Send a prepaid, self-addressed, return mailer with your passports and applications so the consulate may return them to you.
- Generally, it is wise for volunteers to apply for tourist visas, not work visas.

Travel Insurance

Travel insurance, or trip cancellation insurance, is available through your travel agent and is strongly recommended in today's world climate. Most companies include acts of terrorism, airline bankruptcy, medical emergency or accident of traveler or non-traveling family members, natural disasters, jury duty, and many other reasons that may affect a team member's ability to travel with the group as planned. Consider having participants who do not use trip cancellation insurance to complete the Trip Cancellation Insurance Declination form. *(See form in Optional Forms section.)*

LUGGAGE

- Less is more. Travel light. Limit your personal luggage.
- Less luggage means more freedom of movement as you travel and the ability to take more supplies for the project. Pack less than you think you will need. You'll be glad you did.
- Plan carefully for items you will use at the worksite.
- Check with your host for items that will be needed (tools, used clothing, medical supplies, school supplies, etc.). Be aware that many countries charge duty on extra items you bring in.
- Some airlines will not allow boxes in place of suitcases, so check your airline. Rubbermaid-type bins (all the same color for easy identification at your destination) make good containers if allowed by the airline.
- Label boxes or suitcases with both the home address and destination address. Label them "box 1 of 10," "box 2 of 10," etc.
- Team leader should keep a list of all box contents in his/her carryon. Keep an accurate, detailed list of contents of each box. This will facilitate getting through customs, as well as replacing contents should the airline lose one bag/box.
- Due to new security rules, avoid taping boxes until you are at the airport.

Airline Allowances for Baggage *(in general)*

- One carryon bag per person, plus purse or small daypack.
- Two checked bags at 50 pounds per bag for domestic travel and 70 pounds for international travel. However, many airlines are beginning to reduce the international limit to 50 pounds. Check with your travel agent or airline before packing, to avoid excess baggage fees.
- Smaller airlines within a foreign country often have a baggage limit of 20 kilos (44 pounds). Some will allow extra baggage with an excess baggage fee; others will not allow extra baggage at all. Check with the airline ahead of time.

(See "Team Member Packing List" in the Forms for Team Members section.)

Medical Supplies

(See "Medical Equipment, Supplies, and Pharmaceuticals" in the Specialized Teams section.)

CUSTOMS

- If you are going to another country, ask the advice of the local contact person in your destination country about getting through customs.
- Bring two copies of a list of the contents and value of each box or suitcase.
- Mail (well in advance) a third copy of the list to the host coordinator.

- Bring two copies of a notarized letter from a high official in your church or annual conference (bishop, conference treasurer, conference council director, UMVIM Coordinator) on letterhead stating that you will donate the items and not sell them. Such documentation may enable a team to pass through customs with only a cursory glance through personal luggage.

SPIRITUAL FORMATION: CREATING A SPIRITUAL ATMOSPHERE FOR UMVIM TEAMS

For meeting day-to-day spiritual needs, a spiritual guide is an essential part of the UMVIM team. Along with the team leader, the spiritual guide (lay or clergy) helps the team experience new relationships with other team members and discover Christ in those they are serving. The team leader and the spiritual guide should meet together before the team orientation. They will discover that their leadership roles require close interaction and collaboration in order for the team to receive the best possible guidance.

Team Spiritual Guide Roles and Responsibilities

- Serves under the team leader.
- Facilitates reconciliation.
- Adheres to the UMVIM mission statement and philosophy.
- Helps team participants connect with the gospel story.
- Helps team participants overcome the fear of letting go.
- Shares and experiences the light of Christ.
- Creates a space for worship and sharing.
- Frames appropriate questions that help people connect with their feelings and the experiences of the day.
- Nurtures the team as a community.
- Develops a relationship with the hosts that will enable the team to experience the way in which the hosts create a spiritual experience for their people.
- Gains insights and solves problems in light of the cultural context.

Team Orientation Ideas for the Spiritual Guide

- Work with the team leader to create an experience of worship and team preparation.
- Help the team get to know one another.
- Develop exercises to help the team members learn each others' names and share personal stories about what has brought them there.
- Share communion or other Christian rituals during team orientation/training.

Spiritual Growth Ideas with Host

- Worship with the hosts.
- Prepare songs to share.
- Have prayer/spiritual partners.
- Have closing communion with hosts.

Mantling

The mantling service is a time of commissioning. This service may take place the first time all of the team members are together. It is an acknowledgment that here is one who goes forth in the name of Jesus Christ. The service includes sharing a passage of Scripture, placing a mantle (strip of cloth) on each missionary, and saying these words of blessing: "May God use you and bless you as you wear this mantle and serve in mission and ministry." (*See the Appendix in this manual for the complete "Service of Mantling."*)

Methods, Models, and Resources for Team Reflection

Each day of the mission, the spiritual guide should have a plan for worship, prayer, and sharing of the day's experiences or expectations for the day. Plan on beginning the day with Scripture reading, a blessing (remembering the experience of mantling), and a sending forth. End the day with a gathering for reflection, celebration, and thanksgiving. These gathering times need not be lengthy. The defining moment of this time together will be the questions that are raised for the group. The following are some helpful ideas.

1. Use a Scripture verse for each day:
 - The lectionary passages for that week.
 - Verses from the Psalms for the week.
 - A book of Scripture, such as Philipians.
 - A person's journey (e.g., Paul's travel and correspondence).
 - The Parables of Jesus.
 - The roles of Mary and Martha.
 - The controversy of James and John over sitting in the place of honor.
 - Biblical stories about a call, such as that of Jeremiah or Isaiah.
2. Use books:
 - Children's books.
 - Books by Henri J. M. Nouwen: *Life of the Beloved*, *Can You Drink the Cup?*, *Gracias!*, *The Wounded Healer*.
 - *Conspiracy of Kindness* by Steve Sjogren.
 - *God's Little Devotional Books* by Honor Books.
 - *Chicken Soup for the Volunteer's Soul* and other *Chicken Soup* books by Jack Canfield and Mark Victor Hansen.
 - *Transforming Ventures: A Spiritual Guide for Volunteers In Mission* by Jane Ives.
 - *Living the Message: Daily Reflections with Eugene Peterson* by Eugene Peterson.
 - *Short-Term Mission Team – On-Site Devotional & Reflection* and *Post-Trip Debriefing & Action Guide* by International Ministries, American Baptist Church/USA.
3. Raise questions such as:
 - How did you see God working today?
 - What kind of poverty did you see today?
 - When did you experience failure or when were you discouraged today?
 - What sign of hope did you see today?
 - What is the visual image of today that will always stay with you?
 - What would Jesus have done today?
 - How does it feel not to have an answer to all of the questions?
 - What have we learned from the people we have served?
 - What can these two communities do together as a result of our time together?
 - What does this Scripture say to us about who God is and who we are? What does this Scripture say about our relationship with God and each other?
 - What has this experience meant to you?
 - How is it going to change the way you live when you return home?

As a spiritual guide, intensifying your own personal prayer life in preparation for the mission and during the time of the journey is central to creating a vital team experience!

TEAM ORIENTATION AND TRAINING

In one or more orientation and training sessions, the team leader helps the group members get acquainted with one another, explains the type of work they will do, and describes the culture in which they will serve. The leader gives instructions about travel and equipment. Team members' families may be invited to attend one session to help them feel like a real part of the mission. Orientations are opportunities for team-building exercises. Often teams are given mini-projects during orientations for the bonding experience of working together. If your team is made up of members from all over the conference or jurisdiction, the leader may need to do the orientation/training by correspondence. Orientation and training should include the following activities:

- Hold a team orientation session and a team retreat or meetings.
- Collect documents and payments from team members.
- Delegate team responsibilities and assignments.
- Verify all arrangements.
- Involve sending/sponsoring congregations in the mission.
- Finalize travel plans.

Goals and Activities

Goals and activities for orientation/training sessions should include at least the following:

1. Create team spirit.
 - Plan informative ways to help group members get to know each other or learn more about members they already know (use name tags).
 - Share personal motives, hopes, and dreams for the team's experience.
 - Listen to every team member, particularly those in a minority because of age, cultural background, etc.
 - Let the group sing and worship.
2. Talk about objectives of the trip.
 - The team goes at the invitation of the host, and the host will be in charge.
 - The team members go as servants. Discuss what this means.
 - The team builds friendships and intercultural understanding. This is more important than the work (physical and other) at the project site. Set realistic goals that allow for flexibility.
3. Assign team member responsibilities.
 - Discuss and assign roles for team members, such as spiritual guide, construction coordinator, and photographer. Invite all team members (including youth) to give ideas on assignments. Give each team member at least one specific assignment.
 - Assign team members to act as contact persons with the local church(es) before, during, and after the mission. (*See "Suggested Team Member Assignments" in the Appendix.*)
4. Explore culture.

Assign team members to do research and report to the group on the history, geography, government, spiritual life, customs, lifestyle, and political/economic climate of the area.

- Your conference or jurisdictional UMVIM Coordinator may have some of this information.
- Provide literature on the area from a variety of sources.
- Where feasible, include a briefing by a person or persons from the area. Learn and share information specific to the community or church to be visited.

- Discuss and prepare for culture shock, including personal reactions to poverty, pain, begging, etc. Share the section on Contexts and Relationships on the next page.
- Explore with the team the topic of North American ethnocentrism. It is as important to know ourselves and be aware of our own cultural baggage as it is to know that of our hosts.
- Christians visiting another country must be sensitive to the fact that life in other countries may not be what they are used to. It is not wrong, just different. All cultures are valid.
- Team members must learn to avoid making assumptions about their hosts' situation based on their own situation.
- Where another language is primary, memorize a few phrases such as a greeting, requests for basic needs, and "thank you."
- Discuss materials on an assigned reading list.
- Emilio Castro, in an article entitled "On Evangelism and Culture: Some Reflections," in the *International Review of Mission*, Oct. 1995, wrote:

When we approach other peoples in their cultures we are not in any way to belittle them, but we begin with an attitude of respect because those cultures are the fruit of generations that have tried to preserve life, to beautify it, and somewhat to respond to the demands of the Spirit of God present everywhere, a preservation of life and a renewal of reality. So, we cross the invisible border into a new culture and a new faith community and suddenly find ourselves in new worlds of meaning, expression, assumptions, and values. It is an exciting passage. Through it all we all will strive to seek with humility and care what God might have in store for us. We are on a journey together. Thanks be to God!

Work goals matter, but relationship building comes first.

Basic Information to Provide

- Describe transportation arrangements en route and at the site, including baggage weight limit.
- Tell about accommodations for sleeping and eating. Inquire about special dietary needs.
- Discuss team safety and necessary medical precautions.
- Get team members to fill out forms: medical, notification of death, insurance, emergency numbers, etc.
- For foreign travel, distribute passport and visa application forms as required by the destination country.
- Discuss and take care of pre-departure financial matters.
- Discuss how to handle personal money, currency transactions, money belts, and travelers' checks.

Preparing for the Work Project

- Secure and review project plans and materials.
- Develop a tool checklist and decide who will bring which tools.
- Identify appropriate work clothing.
- Make a suggested personal packing list.
- Discuss ways to develop physical stamina and encourage team members to do so, subject to their physicians' approval.
- Discuss and develop work roles and team cooperation.

CONTEXTS AND RELATIONSHIPS WITH THE HOST CHURCH

In training for international mission experiences, UMVIM teams study the geography, politics, climate, and demographics of the specific country. Team leaders are also encouraged to explore the context in which the church is called to Christian ministry in the host country, to look at the interpretation of the demographics of the church, and to explore country “profiles” that include such topics as social trends and lifestyle information.

The Mission Contexts and Relationships (MCR) program area of the General Board of Global Ministries is a valuable resource. It offers information on issues and contexts for mission, as well as relationships with conferences and autonomous churches. Country-specific requests can be obtained from the following address: 475 Riverside Drive, Room 1327, New York, NY 10115. Phone: 212-870-3689. Fax: 212-870-3686. Or visit the website at: <<http://gbgm-umc.org/global/profiles.html>>.

Team leaders are encouraged to be in dialogue with the host church while on the mission and respond to a brief questionnaire found in the Forms section of this manual. When the questionnaire is shared with MCR and included in the “profiles,” future teams will benefit from past team leaders’ experience and will have a broader, more concrete understanding of the host church.

Cultural Sensitivity

Experiencing a different culture, whether in the US or in another country, is an aspect of most UMVIM ministries. Such experience helps volunteers become global Christians who better understand the rest of the world. Culture exerts a powerful influence on our day-to-day living and wields most of its influence upon us unconsciously. To encounter a culture different from our own requires careful preparation.

Culture, by definition, is the customary beliefs, social forms, and material traits of a racial, religious, or social group of people. It is the total way of life of a group of persons that includes:

- | | |
|--------------------------|-------------|
| ■ Manners | ■ Language |
| ■ Customs | ■ Ideas |
| ■ Rituals and ceremonies | ■ Arts |
| ■ Laws | ■ Artifacts |

Culture involves:

- | | |
|---|---|
| ■ Tools | ■ Knowledge |
| ■ Social institutions | ■ Values, ideas of self, morals, ideals |
| ■ Religious beliefs, myths, legends, and accepted attitudes and virtues | |

Topics the Team Should Study

- **Greetings:** Know how to greet and how to react properly when greeted. Our North American handshake is generally accepted, but sometimes not between a man and a woman. Practice the local greetings.
- **Gestures:** Be cautious when talking with your hands. For instance, a simple “okay” sign in the United States is obscene in many countries.
- **Dress:** Generally, conservative dress is best. Dressing inappropriately is the easiest way to offend your local hosts. North Americans tend to dress too casually. Shorts may be especially offensive in some places. Leave all jewelry at home. Ask your host contact about what is acceptable and follow his/her advice.

- **Eating Habits:** Food, table manners, and mealtimes vary from country to country. Team members should be prepared to enjoy something new. Hosts prepare their very best for us. Enjoy!
- **Conversation:** North Americans are quick to “get to the point” and are often perceived as being too direct and open. Diplomacy and tact are required to avoid giving offense. As a general rule of thumb, political issues should be avoided.
- **Team Gifts:** It is appropriate to bring gifts to the host families, but know the taboos for the country. Teams should avoid extravagant gifts. Many churches have memorial plates that would make a good gift to the host church, or the team could make a banner for the host church. Other choices might include but not be limited to things such as necklaces made from hard-case nails in the shape of the Christian fish symbol; an assortment of kitchen towels; or a variety of toiletries that includes soap, toothbrush, and toothpaste. If your team plans to give gifts to individuals, make certain you have enough for everyone.
- **Gifts from Individuals:** Advise team members against indiscriminate giving of clothing and other articles during and at the end of the mission experience. Give them instead to your host or church group for distribution within the community. We must remember to give with integrity. The best gift is sharing love, joy, and kindness with your new friends.
- **Public Behavior:** In many countries, people stand closer together when conversing or men may walk arm in arm along the street. Women especially must be sensitive to local standards of behavior in order to avoid appearing immodest.

When discussing cultural sensitivity, role-play by team members is an excellent training vehicle. Some scenarios may include arrival in the country, daily travel to a lodging site, a workday experience involving construction, and sitting down to a typical meal prepared by the hosts. Have the role players dramatize what should not be done. Remember to honor the local laborers who work with the team.

Other concerns that should be covered in training the team for cultural sensitivity:

- Expect less than first-class accommodations. There may be bugs, non-potable water, lack of privacy.
- Expect differences in sanitation and personal hygiene.
- Know that after midnight in many areas, there is no water or electricity. Team members must be conservative with their personal water use.
- In many countries, there will be a basket next to the toilet for used toilet tissue. Use it—paper will clog the toilet.
- Know the appropriate local etiquette for tipping.
- There is probably no item more offensive than a camera. Always ask permission before taking someone’s picture. Be sensitive to people’s feelings when taking pictures. Private moments deserve to be kept private.
- Know the name of the leader of the country.
- Know the dominant religion.
- Be able to recognize the national flag.
- Remember that a smile is universal!

(See the Appendix in this manual for cultural sensitivity training materials.)

Relationships: Mutuality and Power

Part of experiencing another culture is to continue to examine power dynamics in relationships. This section refers to relationships between individuals or groups.

Working Definitions

- **Mutuality**—a relational dynamic in which an individual/group is both affecting and being affected by another person/group.

- Empathic mutuality—a relational dynamic of affecting and being affected by another person/group which is informed by the mental/emotional identification with, and therefore comprehension of, the experience of another person/group.
- Power—capacity to effect change.
- Power over—dominance in order to achieve a valued end; noticeably missing is empathic concern for the other person/group.
- Empowerment—use of power to increase the power of another person/group.

Reflections

- Movement toward mutuality lies at the heart of relational development.
- To move toward mutuality, we must first grapple with the pervasive effects of power dynamics: the use of dominance in order to achieve a valued end.
- Exercising “power over” others honors only one individual’s or group’s goals or experience and invalidates the reality of the less powerful. Empathic awareness of the other’s experience is missing.
- Mutual relationships move beyond self-oriented control and share power and control with the other.
- In mutuality, individuals or groups are both affecting the other and being affected by the other. There is openness to being influenced.
- The flow of mutual responsiveness sometimes obscures who is leading and who is following.
- Relational competence embodies exercising power in the service of increasing the power of the other (mutual empowerment).
- Basic power assignments are ascribed in most cultures by things like race, gender, class, economic status, sexual orientation, abilities, etc.
- Power hierarchies suppress real growth, enhance conflict, and seek to eliminate resistance by intimidation or avoidance.
- In the US, our dominant culture does not value mutual relationships. Those in power are taught that it is weak to ask for help.
- Good helping relationships move toward mutuality and empowerment.
- There is a continuing need to examine power dynamics in helping relationships.
- Conscious or unconscious use of people to protect the vulnerabilities of the helping person or to boost the sense of the helping person’s self-worth, whether subtle or blatant, is always destructive to the person seeking help.
- Real safety and growth in relationships depend on our increasing ability to develop mutually empathic and empowering relationships in the world, the capacity to perceive the absence of mutuality and to protect ourselves or to disengage from unyielding and destructive non-mutual relationships.

(The above originates from “The Movement of Mutuality and Power,” Judith V. Jordan, Ph.D., Stone Center, Wellesley College, Wellesley, Massachusetts, WIP #53, 1991.)

Culture Shock

When another culture is radically different from our own, we may experience culture shock. Culture shock is the anxiety we feel when we compare a new culture to the one we’ve grown used to.

The confusion caused by our positive and negative reactions to a different culture may induce such symptoms and reactions as:

- Homesickness
- Boredom
- Extra sleep

- Irritability/anger
- Physical ailments
- Criticism of others, including team members
- Obsession with health/sickness
- Stereotyping of host nationals
- Preoccupation with cleanliness
- Constant complaining
- Withdrawal/avoidance of contact with hosts

Culture shock may lead team members to make remarks like:

- “What else would you expect from these people?”
- “Why would anyone in this age live this way?”
- “Why can’t all of them pull their own weight?”

Team members who have unrealistic goals or are unable to cope with the massive need and poverty in a different culture may experience:

- Frustration
- Discouragement
- A feeling of being trapped
- Lack of trust, understanding, or appreciation

Volunteers In Mission can take several steps to help overcome culture shock. Most importantly, the team must be prepared by the team leader to experience a different culture. When educated purposefully and thoroughly, team members are able to process the differences, accept them, and continue in partnership and love with each other and the hosts. The phrase “Know before you go” cannot be overemphasized. It is essential when entering a new or different culture.

To lessen the effects of culture shock, it is important for the leader to:

- Educate the team so that when it encounters the reality of another culture, team members are able to process the differences, accept them, and continue their mission service.
- Encourage team members to undergo attitude adjustments throughout the mission. The necessity of adjustments can be recognized in daily share time.
- Include daily share time as an excellent opportunity for the team to process experiences, feelings, and attitudes each day.
- Encourage team members to focus more on building relationships than on the team task. The priority of an UMVIM team is building relationships, not the work or the schedule. Rituals, ceremonies, and small talk that task-oriented teams may consider “wasted time” are important in many countries. The more relaxed sense of time in such places will frustrate some team members unless they adjust their attitudes.
- Be flexible. It is important not to introduce mechanized tools into a situation where they are not normally used. If the local people do not have them, they may assume that they cannot do the same kind of job as the volunteers. The team’s way may not be the best way when consideration is given to local building codes, climate, and availability of tools and supplies.

An important aspect of mission work is cultural context. While we venture off to share the love of God through our words and deeds, how those words and deeds are presented affects the mission. If they are presented in a culturally sensitive manner, the greater the partnership of ministry between you and your host. So whether you are heading off to an international destination or across state lines, being culturally aware is paramount to successful spiritual growth in partnership for the mission.

Laying aside assumptions about the superiority of one's own culture also helps to deal with culture shock. United Methodist Volunteers In Mission work with and under local leaders. Since we serve at the request of the hosts, it is essential for a local person to be in charge of the project. As Christians, we do nothing for people or to people, but with them.

Cultural Adaptation

Team members will need to adapt to different living conditions: schedule, noise, food, work, and concepts of time and space. It may help to remember that:

1. Many people in other countries eat only one or two meals daily, often without meat. The hosts sometimes sacrifice to provide the team with the best that they have. Please realize and appreciate the differences and eat what is placed before you by the hosts (health or dietary restraints are exceptions to this).
2. Your Volunteers In Mission project is God's project. You are not in charge. You are God's servant.
3. You can look forward to the experience of a lifetime, meeting new friends and experiencing a unique Christian fellowship. Rejoice in the Lord always and be thankful for the diversity of God's people.
4. You should expect to lose any romantic illusions you may have about work teams or the country.
5. Enjoy your mission to the fullest and write about it in your journal.

God rejoices in our diversity, and as Christians we celebrate our differences in faith and joy.

ON-SITE EXPERIENCE

- Travel with the team.
- Participate in on-site orientation as previously arranged with the host.
- Confirm all arrangements with the host, and keep track of finances.
- Lead the team at the worksite.
- Build Christian community with the team.
- Invite assessment and celebration of the mission with the host.
- Have the team assess the mission.

Upon Arrival

- Have nametags with first names only. Remember that when giving your name in another culture, you should pronounce it clearly and slowly. Provide nametags and markers for hosts to write their names as well.
- Spend a few minutes with the introductions and exchange of greetings. Encourage team members to make this occasion warm, friendly, and personable. This is an important time for building relationships.
- Take time, if the location allows, for a brief devotional with the hosts and the team.
- Confirm arrangements for lodging.
- Confirm plans for meals.
- Clarify transportation arrangements and time schedules.
- Review the covenant with the local coordinator and clarify any area that is unclear.
- Have on-site orientation by the host team.

(See the Appendix in this manual for "Guidelines for Hosting Volunteers In Mission.")

Daily Devotionals and Team Meetings

(See “Methods, Models, and Resources for Team Reflection” in the Spiritual Formation section of this manual.)

Keeping Journals

1. **Personal journal:** Encourage each team member to keep a journal, both as a way of remembering the experiences and as a means of personal spiritual growth.
2. **Team journal:** Allow the team to decide how to keep the team journal. Some options:
 - a. Assign one person to keep the journal.
 - b. Assign one person per day to keep the journal.
 - c. Keep the journal out where anyone who would like to write can do so.
3. **After the mission:** Copy the team journal for each team member.

Conflict Management—A Biblical Perspective for UMM Teams

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or tax collector.”
(Matthew 18:15-17, New International Version)

Jesus very clearly sets out for us a four-step process to be used when there is conflict in the church. These four principles can also be applied to Volunteers In Mission teams when traveling across the street or around the world in mission. (Be cautious here; it is very likely that YOU are the major contributor to any problems that occur.)

Step 1. Address problems as they arise. It is important not to allow them to fester or infect more members of the group. If there is a problem with an individual on the team, first go to that individual and assess the problem. Begin with such phrases as “You seem to be troubled by...,” “You don’t seem to be yourself,” or “I sense that the pace or schedule we are keeping seems to be bothersome to you.”

These statements will open many doors to what is troubling the team member and causing problems that affect the team. Responding with “I hear you saying... [paraphrasing what you heard],” “The truth in what you said is...,” or “My part in this problem is...,” will open many doors and create an atmosphere of mutual trust. Praying together is often helpful in resolving problems.

Step 2. If the individual is not open to solving the problem with you alone, or the team member is openly criticizing you, take another person along to help with the situation. Sit down together and do some problem solving and creative thinking about ways both parties can work together to accomplish sharing the light of Christ and advancing the work of the team.

Step 3. If there is a problem that begins to seep into a number of team members, or the problem with an individual is one that requires some changes in attitudes or schedule for the team, take the problem-solving questions to the whole team. Always be mindful of individual feelings of the team members—and the fact that you can’t make everyone happy. The team leader is the ultimate one to make decisions, and must make them based on what is best for the host and the majority of the team members.

Step 4. If a person causing difficulties for the team does not respond to the three-step process above, Jesus tells us to treat that person as we would a tax collector. How can that be? Jesus is telling us to treat the person as he treated the tax collectors—with loving kindness and respect, being present with that person during work time, free time, and mealtimes. Let the person know through words and actions that in spite of differences that exist, he or she is Christ’s beloved and still a vital part of the team.

Relating to the Local Church and Community

Absorb the culture where you are privileged to serve. Observe and participate in what is happening around you in the following areas:

- Relationships
- Family
- Church
- Community
- Work
- Worship
- Food
- Leisure

Build Christian community among team members. Focus on:

- The purpose of UMMIM.
- Unity in accomplishing the task.
- Thinking of the team before thinking of yourself.
- Serving Christ and his people.
- Loving each other with the love of Christ, and showing it.
- Being considerate of each other.
- Accepting one another—even in our differences.

Daily sharing times in which you do the following are essential:

- Express feelings, raise questions, affirm each other.
- Broach problems.
- Review the schedule.
- Evaluate the team's purpose and the day's work.
- Review progress on the team task.
- Restate your purpose and redefine your task.
- Allow for sincere soul-searching.
- Tell how you saw God at work today.

Celebrate the experience in ministry with fellow Christians and their community.

- Invite the host to assess and celebrate the mission. Consider having a farewell meal and a worship/communion service near the end of the mission.
- Rejoice in the moment. Remember: "This is the day that the Lord has made; let us rejoice and be glad in it." (Psalm 118:24)
- Plan for opportunities to fellowship, work, play, and worship with the local people.
- Enjoy the privilege of being with the extended Christian family.
- Be flexible, patient, understanding, positive, and caring. Be open and responsive to the culture.

Staying Healthy

It is important to care for the health and well-being of team members, using commonsense preventive measures in a low-key way. Avoid making a "show" of health precautions that might unnecessarily encumber your team and risk offending your hosts. There are many factors that contribute to overall health. Remember that mind, body, and spirit are closely interconnected. Dysfunction in one part usually affects the others. The whole person must be considered and treated.

Some factors that may affect health while volunteering:

- Increased exposure to diseases.
- Different nutritional availability and requirements.
- Different climate and/or temperature.
- Different water requirements.
- Different type and amount of exercise.
- Physical, psychological, and spiritual stress.

General principles for maintaining good health:

1. Prevention is the best way to maintain good health.
2. Make sure that all team members' immunizations are up-to-date. (*See "Immunizations and Prophylaxis" in this section.*)
3. Uncertain water and sanitary conditions will place team members at risk of exposure to many diseases, some that you may not have dealt with before.
4. Different living and working conditions may place the team under increased fatigue and stress, which will increase susceptibility to illness.
5. Volunteers with an ongoing medical condition should talk with their physician about implications and possible complications, and make plans to deal with the condition effectively. Do not count on buying medications in the host country. Take along everything that might be needed, including a summary of medical records.
6. All volunteers should get a complete checkup, no matter how young and healthy they think they are. Include a dental checkup.
7. Learn about the conditions under which you will be living. Almost all volunteers will face more walking and climbing than they are used to. Start getting in shape before going by walking, hiking, and climbing stairs. It may be beneficial to lose a few pounds before going. Break in shoes or boots before your trip.
8. Good nutrition is very important. Often the basic diet of other countries is fairly well balanced, though without the variety to which we are accustomed. Nutrition bars, granola bars, etc. may be taken along to supplement the local diet. Usually available, bananas are an excellent general source of many nutrients.
9. It is important to drink a lot of pure water, especially in the tropics. Anyone who gets dehydrated may need rehydration fluid with minerals and carbohydrates. (Take along some powdered Gatorade.)
10. Adequate sleep and rest are very important. A siesta is a wonderful invention. Take an occasional break to smell the flowers or play with the kids.
11. Precaution is good. So is prudence. Worry is not good. Have a positive mindset. Think healthy.
12. A healthy prayer life is important for both physical and spiritual health. Prayer is doubly important when you are in mission.
13. Help team members maintain their emotional health by being flexible and by being prepared to fail.
14. Even those who are fluent in the language may not be fluent in the culture. Develop resources within the host community that can help your team cope with nuances of local language and culture.
15. To lessen the risk of illness, have team members follow these precautions:
 - a. Wash their hands.
 - b. Drink bottled, boiled, treated, or filtered water.

- c. Avoid ice unless it is prepared with purified water.
 - d. Treat salad vegetables or peel them.
- 16.** Soups and well-cooked meats and vegetables are safe. Hot tea and coffee are also fine if prepared with boiled water.

Some specific conditions:

Traveler's Diarrhea

- Usually caused by coliform bacteria or giardia in contaminated food or water.
- Local adults are usually not bothered. They are immune but you are not.
- Causes watery diarrhea, no vomiting or fever.
- Treatment is fluids, oral rehydration.
- If symptoms are persistent and severe, a short course of Cipro or Septra twice daily until symptoms subside, is appropriate.
- Fever, blood in the stool, or severe cramps and vomiting, may indicate bacterial or amebic dysentery and require medical attention.
- Immodium® and Pepto-Bismol® may relieve symptoms but will not prevent or shorten the course of the illness.
- To lower the risk of illness, follow the precautions listed under general principles.

Malaria

- A major risk in many countries.
- Use bed netting in rural areas and during the wet season (some places have no dry season).
- Treat netting and clothes with permethrin.
- DEET 20-30% is a good repellent, but lasts only four hours. Malaria prophylaxis is usually effective (see "Immunizations and Prophylaxis" in this section) and should be a team requirement in a malarial zone.

Intestinal Parasites

- Very prevalent in developing countries.
- Usually picked up in the same way as traveler's diarrhea.
- Some may be acquired by swimming or bathing in contaminated water or from insect bites.
- Most intestinal parasites are easily treated with Mebendazole.

AIDS

- Prevalent in many countries of the world.
- 40 million cases worldwide, and 20 million deaths.
- Has been called the plague of the 1990s and the early 21st century.
- Transmitted by direct contact with body fluids or sexual contact.
- There is virtually no risk of infection from taking care of a person with AIDS.

Two excellent sources for information on staying healthy are:

1. Werner, David. *Where There Is No Doctor: A Village Health Care Handbook*. Berkeley, CA: Hesperian Foundation, 1992.
2. Aroney-Sine, Christine. *Travel Well: Maintaining Physical, Spiritual, and Emotional Health During International Ministry*. World Vision Resources, 2005.

Immunizations and Prophylaxis

RECOMMENDED IMMUNIZATIONS, ROUTINE

VACCINE	SCHEDULE
Diphtheria/Tetanus (DT)1	Every 10 years
Pertussis	Infancy only
Polio	Single Booster, OPV
MMR	1 month before travel if non-immune

RECOMMENDED IMMUNIZATIONS FOR TRAVEL, PARTICULARLY BY HEALTH CARE TEAMS, TO COUNTRIES WHERE EXPOSURE RISK IS INCREASED OR DISEASE IS ENDEMIC

VACCINE	SCHEDULE
Hepatitis B	3 doses: 6, 5, 1 month before travel
Hepatitis A(2)	2 wks before travel, booster @ 6-18 months
Typhoid, oral (3)	1 capsule every other day X 4 doses
Typhoid, polysaccharide	1 dose IM, repeat q. 2 yrs
Meningococcal polyvalent	SQ single dose
Yellow Fever (4)	SQ single dose, booster q. 10 yrs

- Always include Diphtheria with the Tetanus booster (DT).
- The new Hepatitis A vaccine is 95% effective, with no side effects.
- Oral typhoid vaccine is neutralized by mefloquine (Lariam).
- In some countries, up-to-date vaccination for yellow fever is required (see CDC website).

Your local health department or the CDC website <<http://www.cdc.gov>> (select “Travelers’ Health” topic under “Health and Safety”) can provide up-to-date country-specific information on immunizations for travelers.

You may also refer to “Shots Heard (and Felt) around the World,” available on the GBGM UMF/HCV website <http://gbgm-umc.org/vim/hcv/shots_heard.htm>.

Prophylaxis

- The only clear indication for taking medicine to prevent disease is for malaria. Malaria is a very serious illness, and can be fatal. In countries where there is no resistant strain of malaria (Mexico, Central and South America, the Caribbean), a physician can prescribe Chloroquine (500 mg once weekly, starting one week before you go and continuing for four weeks after you return). If you are going to an area that has resistant malaria, you can take mefloquine (Lariam) once a week, beginning one week before you go and continuing for four weeks after you return. A few people have side effects, including insomnia and nightmares. Lariam should not be taken by people who are on treatment for depression. An alternative and less expensive, but also less effective, agent is doxycycline, 100 mg once a day for the duration of your stay.
- International travelers are sometimes advised to take prophylactic antibiotics to prevent traveler’s diarrhea. Doing so may cause resistant organisms to develop in your intestinal tract. The CDC and the Mission Volunteers medical consultant do not routinely recommend taking preventive antibiotics for this purpose.

Safety and Security

In the midst of the mission team experience, it is easy to overlook safety. The team leader should use good judgment when working at the project site and planning any excursions, especially in areas prone to violence, to ensure the safety and security of each team member. This includes time spent during travel, at the worksite, and within living quarters. The group should avoid traveling at night whenever possible.

Personal property and valuables should be closely guarded. Do not display expensive-looking jewelry, watches, etc. While at the worksite, all team members should be made aware of the location of the “valuables bag.” It often contains items such as passports, airline tickets, and team members’ valuables. The team leader should communicate with the local hosts when reporting burglaries and other incidents and should also report these incidents to the proper authorities.

When the group gets tired, accidents can and do happen. The construction coordinator should know and share appropriate safety tips with the group to prevent accidents from happening.

If a serious illness or fatality should occur, the team leader must act promptly and with great care. Immediately inform the host pastor and national church office, the jurisdictional and annual conference offices, and the United States Embassy.

CONCLUDING THE MISSION

Preparation for Returning Home

A good philosophy for team leaders when preparing their team is “Know before you go.” However, it is just as important to continue the training and prepare the team to go home. A time should be set aside for final team reflection and devotion before returning home to families and work. Discuss the fact that team members may very well experience some depression or go through some of the following emotional stages.

- **Elation:** Team members may feel elation because the “mountaintop” experience is so different from their normal life. They can’t wait to share this with anyone who will listen. Prepare them for the fact that not everyone at home wants to hear their story over and over and that they may even experience some slight rejection. “Yes, do tell your story, but sometimes call a fellow team member to relive together the fun and joy.”
- **Depression:** Team members may feel depression because they’ve been on a “mountain-top” experience. Explain to the team that this time has been truly special. “Together, we’ve experienced highs and maybe lows. We’ve been away from routine schedules that include meetings, phone calls, ballet and soccer practice for the kids. We’ve had daily devotions together and worked alongside each other in a setting different from the one at home. Our adrenaline is still high because of the experience. When everyone gets home, that changes immediately. The adrenaline drops drastically and when you least expect it, you may start crying, or just feel different—something isn’t right.” When the team knows this will come, they will be better prepared to handle their feelings.
- **Guilt:** Team members may feel guilt because they come home to more affluence.
- **Denial:** Team members may go through denial if others don’t identify with their feelings of elation or guilt, if others show no interest, or if others reject them.
- **Rejection or Acceptance:** Team members may reject the UMVIM experience to cover their guilt or denial. They may also do so to gain reentry into a church family that doesn’t respond positively to them. People achieve acceptance of the experience when they choose to see it as a real, meaningful, and important time in their lives and begin plans for follow-up.

On-Site Evaluation

An on-site evaluation between team leader and host prior to departure is strongly encouraged. The evaluators may also include key persons from both teams (sending team and host team), such as the construction and Bible school leaders. An informal discussion of the experience (in terms of what seemed to go well, what could have been done better, and what impressions each person has) should be conducted. Any financial negotiations still pending should be discussed and resolved. Teams who plan for and have an on-site evaluation express the positive nature and value of the time together.

On the Way Home

- Distribute evaluation sheets to be filled out on the way home. If we do not evaluate, we learn little from our successes and failures. Evaluation helps the team make the best use of its time and talents. It is critical to have the team members fill out these evaluation sheets, and to collect them before everyone separates, if possible. Ask a team member to collect and tally them. You can use the tally information at the team meeting (keeping comments anonymous).
- Schedule a reunion/debriefing meeting for the team approximately two to four weeks after your return.

After Returning

- Finalize the mission.
- Have a team reunion.
- Call and share your experiences with the jurisdictional or conference UMVIM Coordinator.
- Send a letter of appreciation to each team member.
- Express thanks.
- Summarize the evaluation responses to share at the team reunion.
- **Within 2 weeks** of completing the mission, send copies of the evaluation summary to the conference and/or jurisdictional UMVIM Coordinator, along with the financial report, a press release, and a picture for the conference/jurisdictional publications.
- Prepare copies of the team journal for each team member. Include names, addresses, e-mail addresses, and phone numbers of each team member, as well as a team picture.
- Share stories with your church, pastor, district superintendent, and mission work area.
- Encourage continued support of the mission project.
- Consider ways you can serve Christ through the ministry of Volunteers In Mission in the future.

Team Reunion, Evaluation, and Debriefing

Since an UMVIM trip is often a life-changing experience, debriefing and reunion are as important as the orientation and training. The team should schedule an evaluation and debriefing session within a few weeks after returning home. Keep it informal. The leader should allow each person to describe his/her thoughts and feelings.

- Spend the first portion of the session sharing refreshments and visiting informally. Ask team members to bring duplicate pictures to share with other team members.
- The leader should share a summary of the evaluations the team members filled out on the way home. If these were not done, the leader may distribute evaluation forms and ask the group to fill them out.
- Reviewing the evaluations may trigger a lively discussion that will help the team members reflect upon their UMVIM experience. Initial attempts to describe the experience may bring to awareness a variety of feelings. Some of these may be difficult to explain adequately. Most people who return from a Volunteers In Mission experience, whether for a

week or for a year, describe it as a “mountaintop experience.” Those who describe it differently also experience strong emotional reactions.

- Letting go of the UMVIM experience may involve deep emotions. There is a neutral transition period when the person reflects on the experience before making decisions about future actions. There is a period of new beginnings, a time to act on the experience. The reunion/debriefing session can help team members identify their feelings as normal reactions. It shows them they are not alone. The session can help begin constructive follow-up responses.

Plans for Follow-Up

There are many opportunities to tell the story of the mission experience through video, slide presentations, or written reports. Many people have been profoundly influenced by the opportunity to serve on an UMVIM team, and many others may be influenced to become a Volunteer In Mission because of your story. Write an article for your church newspaper or publish excerpts from the team journal. Send articles to your local newspaper and conference UMVIM newsletter. Prepare a mission exhibit for presentation or display at your church, local library, and civic group meetings.

Telling the story:

1. Give a brief overview of the mission.
2. Tell a personal story.
3. Explain future plans for the project.
4. Express appreciation for the support.

Sharing the UMVIM experience in local churches:

1. Be positive and appreciative as well as honest and sincere.
2. Let your pictures and recordings reflect the experience with dignity and respect.
3. Incorporate as far as possible some of the total ministry of the church where you served.
4. Try not to focus simply upon your own participation.
5. For continued involvement, lift up some ongoing concerns of the host church. Suggest ways to address those concerns, such as through Advance Specials.
6. Make your presentations brief (5–15 minutes).
7. Ask for questions and comments.

Learn more about the country, region, or community where you were privileged to serve. You may discover relationships between conditions and events where the UMVIM experience occurred and your home situation. If your life has been touched afresh with a renewed commitment to Jesus Christ, new awareness of opportunities close at hand will be a constant challenge to minister and serve.

Identifying Future Team Leaders

The perpetuation of the UMVIM movement will depend upon the continued identification and recruitment of new leaders. The team leader needs to recognize and nurture individuals who exhibit the leadership traits necessary for the success of an UMVIM mission. The equipping and testing of these individuals through delegated duties while preparing for and during a mission will further enhance their abilities and knowledge. It is imperative that these volunteers be encouraged and prepared for future team leadership.

* **Note:** Where “**www**” does not appear in the web address, here and throughout this manual, the omission is intentional in order to access the site.

3

BASIC TRAINING FOR TEAM MEMBERS

QUALITIES OF EFFECTIVE TEAM MEMBERS

A Volunteers In Mission team is the physical representation of the Body of Christ. As team members share the love of Jesus Christ, both in the local church and in the mission field, they represent Christ's presence in the place where they serve.

Essential qualities of effective team members are:

- A Christ-centered life.
- Commitment to the mission work of the church.
- Commitment to orientation and training.
- Willingness to follow guidance from the team leader.
- Flexibility and openness to other cultures and ways of worship.
- Willingness to serve in friendship and mutuality with the host and the host church.
- A cooperative and courteous way of relating to others.
- An enthusiastic and positive attitude.

TEAM MEMBER RESPONSIBILITIES

ATTITUDE OF SERVANTHOOD

1. Lift up God in all that you do; radiate Christ's love by actions, attitude, and words.
2. Recognize that your attitude and behavior are crucial to the effectiveness of the team's mission.
3. Keep an attitude that is characterized by love, patience, joy, and service.
4. Be flexible. Be patient. Be relaxed.
5. Adapt to different living conditions (schedule, noise, food, work, etc.)
6. Remember that relationships with people are more important than work results.
7. Serve Christ and his people so that both the purpose and the task of the mission will be accomplished.

TEAMWORK

1. Share Christ's spirit of kindness, acceptance, and unity.
2. Think team, not self. Plan to participate in and cooperate with all team activities.
3. Volunteer for and accept assignments for team duties.
4. Be sensitive to others and considerate of them. Be willing to listen—really listen.
5. Keep the purpose and task of the team in focus. The purpose is to share Christ's love in a spirit of kindness, acceptance, and unity.
6. Respect the leadership of the UMVIM team leader, recognizing that some decisions will need to be made by him or her.
7. Attend training sessions. Complete and turn in forms and money on due dates as indicated by the team leader.
8. Covenant with the team for a work schedule while at the mission. Have realistic goals for your part of the team task, knowing that physical conditioning, equipment, and travel to the worksite may limit team output.
9. Creatively support and encourage fellow team members in fulfilling the purpose of the mission. Recognize the unique contribution of each team member.

PERSONAL AND FINANCIAL RESPONSIBILITY

1. Accept financial responsibility for participation in the mission. Participate in fundraising.
2. Ask your local church to support the mission.
3. Do not give gifts, especially to children, unless you can give to all equally. If someone asks for help, refer them to the local pastor for assistance. Resist giving money to individuals.
4. Abstain from the use of alcohol, tobacco, illegal drugs, and profanity from the time of departure until the return home. The impression volunteers give to the community affects the Christian witness of the mission.
5. Be modest in the clothing you wear. Inappropriate clothing is offensive in many cultures. Pack lightly. You must carry what you bring.
6. Be responsible for your belongings. Be very careful with your luggage, purse, money, and all personal belongings, especially when loading and unloading. Things can disappear in a hurry.
7. Follow all health and safety precautions.

INTERNAL REVENUE SERVICE REGULATION / ALLOWABLE TAX DEDUCTION

The exact language of the Internal Revenue Service regulation regarding travel expenses reads as follows:

You may NOT deduct as Contributions travel expenses (including meals and lodging) while away from home UNLESS there was no significant element of personal pleasure, recreation, or vacation in the travel.

This has been interpreted to mean that deductions are allowed for travel expenses incurred on mission teams as long as the overwhelming proportion of the trip was directly involved in mission service. An evening at the local cultural attraction does not negate the full day of work beforehand. A Saturday spent in seeing the local sights does not negate the contribution of work for the entire previous week.

Money given to a church toward UMVIM mission trip supplies or the travel expenses of an individual other than yourself are considered tax-deductible donations.

Money given directly to a travel agent or transportation company to cover mission trip travel expenses for yourself or anyone else are tax deductible, but you must obtain a "Record of Donated Assets" from a sponsoring 501 (c) (3) UMVIM organization (e.g., church, conference). (*See "Record of Donated Assets" form in the Optional Forms section.*)

General expenses like medications, food, and toiletries needed for a given UMVIM mission team are tax deductible with a "Record of Donated Assets" from UMVIM.

The information given here is merely provided as a guide. You should consult with your personal tax accountant.

CULTURAL SENSITIVITY

- Allow the host to host you as a team and as a team member.
- Remember that team members are servants of Jesus Christ, called to be in ministry with the host team. The UMVIM experience is God's. You are not in charge. You are only God's servant.
- Expect things to be radically different from home. Prepare for less comfort and a different diet. Expect different ways of doing things.

- Understand that cultures are different, not superior or inferior.
- Respect the host's religious faith. The host's expressions of faith may be different from those of team members. Be supportive of the ministry that is going on in the area where the team is serving.
- Look forward to meeting new friends and experiencing a unique Christian fellowship.
- Look forward to the experience of a lifetime. Expect to learn new skills and ways of thinking.
- Expect to lose any romantic illusions you may have about work teams or the country.
- Don't worry about time. Most of the people will not own a watch. A mission volunteer quotes someone from another country as saying, "In the USA everyone has a watch but no one has time. Here we don't have watches, but we have time."
- Refrain from negativism and complaining when unexpected and undesired circumstances occur during travel and ministry.
- Rejoice in the Lord always and be thankful for the diversity of God's people.

SPIRITUAL GROWTH

1. Have a healthy prayer life.
2. Be open to the Holy Spirit and to what God may be saying.
3. Be willing to learn, to grow, and to expand your own horizons.
4. Expect a wonderful Christian experience. Be open and responsive to God's blessings.
5. Ask your local church for prayers and support.
6. Learn a few songs (in the language of your host country, if possible), as the team may be asked to sing.
7. Pray for and support the team leader in her or his decisions.
8. Keep a journal about the mission. Note how you saw God at work each day.
9. Tell the story of the mission when you return home. Encourage support of the mission.

JOURNALING

Journal Writing during the Mission

1. Writing a journal during the mission is a way of remembering and reflecting on the experiences God is providing. Remembered experiences turn into wisdom.
2. Journaling is one way to cope with experiences that may be overwhelming at first. The journal will also help you be a better communicator of your mission. It helps you remember what you saw, how you felt, and what you learned.
3. More vivid stories will come from your journal as you reread it weeks after your trip has ended.

How to Keep a Journal

1. The mission can be a life-changing gift. Take time for personal growth by reflecting on the mission in your journal.
2. Give yourself a gift of writing for 15 to 30 minutes a day during the mission. Write for yourself. Your journal is for your own personal exploration and growth.
3. Be yourself in what you write. Be honest with God and with yourself. Record your observations, feelings, and experiences. Reflect on how you have seen God at work during the mission.
4. See the journal as a way of enhancing the UMVIM experience and your personal walk with Christ for years to come.

CONTINUING THE MISSION

When you return from your UMVIM mission experience, there are many ways you can continue to be in mission. For example:

- Offer to serve on your church's mission committee.
- Look around your community to discover what needs your church could help to meet.
- Recruit people that you think would be good members of a future UMVIM team.
- Involve your congregation in support of other mission work.

TELLING THE MISSION STORY

Telling the mission story is a key component to effective mission education and the major way to excite people, invite others, and garner support for the whole spectrum of mission.

The tradition of storytelling is as old as time itself. Before printed language and modern technology, oral expressions were essential and were the only way to communicate new ideas, report on events, and preserve cultural celebrations. They may still be the most effective, efficient, and interesting means of communication.

Stories can be told in a variety of ways in our present culture. Besides the oral tradition, there are now newsletters (printed, e-mailed, or faxed), newspaper articles, video or slide presentations, radio spots, TV interviews, and web pages.

What Do You Tell in the Story?

This is the most important consideration. Therefore, you must know your audience and put some thought into the purpose and goal of the communication, whether it is printed, visual, or oral.

1. Make it personal. People generally like to hear and remember stories about other people, as opposed to a travelogue that says, "On Tuesday we.... On Wednesday we...." A story about an interaction between people or groups of people to illustrate a specific point grabs attention.
2. Accuracy is important. If you use people's names and titles, place names, and/or statistics, be sure they are correct.
3. Be sure to include your faith commitment to mission and what it means in your life. You might cite a Scripture that prompted you to be active in mission, a person who was instrumental in your life, or an event that was influential.
4. Keep it focused. Try not to bring in a lot of extraneous detail when relating a personal encounter. The listener or reader may lose sight of your real message.
5. Some background material woven into the story is a good educational tool. This could be about culture, foods, government, clothing, churches, or methods of construction. Make it short, specific, and conversational, not like a formal lecture.
6. Keep your story positive. Hardships, problems, and disappointments expressed with humor can convey the message without being a "turn-off" for others who may want to join a mission adventure. Help others see how they could be part of a similar experience.
 - a. People generally like to know where the money goes. Be sure to give an explanation of and meaning to the dollars spent, given, and still needed.
 - b. Present other resources that are available and indicate where they can be obtained. A short reading list that will help with understanding is appropriate.

How Do You Tell the Story?

Words are powerful, but a picture may be worth a thousand words!

1. When writing or speaking, use strong, specific verbs to convey your meaning in an exciting way. Try using a variety of verbs and adjectives. Holding an object, article of clothing, or piece of food may help give meaning to the message.
2. If you use pictures, try to have enlarged those you want to use for specific reasons. This can be done inexpensively at a copy center or an office supply store. To see facial expressions or building techniques in 11" x 17" as opposed to 4" x 6" is much more meaningful.
3. Tri-fold display boards are relatively inexpensive and make a good visual impression. Try to vary the sizes of the pictures used and group them by topic. A few brief printed captions help. Leave some white space. Don't try to put too much into one display.
4. Slides are effective in the right setting and in a reasonable number. A few good ones are better than a tray full of poor ones. Be sure that the room can be darkened sufficiently and that power sources and a big enough screen are available. Sunday morning in the sanctuary may not be the best time and place for slides!
5. It is helpful to display or refer to a map. Many people have only a vague idea of world geography. A map will add meaning to your story.
6. Videos are a means of involving an audience in the actions, sights, and sounds of your story. Usually, a video longer than 15 minutes becomes less effective. Editing is a must.
7. Several shorter video segments highlighting specific aspects of your story may be worth the effort. Remember, you can't tell the whole story in one sitting.
8. E-mailing words and pictures can give immediate feedback. This is a great tool to spark interest, give a few details, and tell highlights. A few well-chosen pictures are great.
9. Downloading a whole scrapbook is tedious, and it might get "trashed."
10. Many of the above pointers apply to newspaper articles, radio spots, TV interviews, or any other form of communication.

Remember: PAFF – Personal, Accurate, Factual, Focused

When Do You Tell the Story?

Generally, tell it wherever you can and whenever an opportunity arises.

1. Often people will ask you in passing, "How was your trip?" That may be a casual question and not a request for an in-depth report. Develop some quick responses to satisfy the moment and arouse their curiosity, such as: "It was great! My life will never be the same," or "The people there are really friendly and gracious. It was an experience that I will never forget," or "I have so many new ideas of ways we can be in partnership. I'll tell you more later."
2. It's good to be invited, but sometimes you have to do the planning and invite others to hear you.
3. The story can be told in pieces at various times, whenever the opportunity arises. Tell different "bits" to different people. They may share with each other and ask for more!
4. Many times you may be given two or three minutes in a meeting or a worship service for a Mission Moment. Be prepared. Think of what you can tell in that short period of time that would be most meaningful to that audience.
 - a. Consider the following possibilities:
 - 1) Small groups in your home or that of a friend
 - 2) Sunday school classes
 - 3) Vacation Bible Schools

- 4) Bible study groups
- 5) Civic groups—Lions Club, Rotary Club, Boy/Girl Scouts, etc.
- 6) Newspapers—local, county, regional, ethnic
- 7) Church newsletters—local, district, annual conference (include a picture)

INVOLVING YOUR CONGREGATION IN SUPPORT OF OTHER MISSION WORK

ADVANCE SPECIALS

The Advance for Christ and His Church is love in action, allowing United Methodists all over the world to connect with one another in mission as they celebrate God's enduring presence. After World War II officially ended, another battle continued, against suffering. The Advance was born at the 1948 General Conference of The Methodist Church as a means to answer the call to help rebuild a physically and spiritually broken world.

Today, more than 16,000 United Methodist churches collectively send more than 100,000 General Advance gifts annually to thousands of ministries in more than 100 countries. The Advance is unique because 100% of the gift that is sent, whether it is \$5.00 or \$500.00, reaches the ministry of your choice.

Through the Advance, you can promote literacy, feed the hungry, build new churches, educate women doctors in India, train Native American youth in Oklahoma, support pastors in Alaska or Puerto Rico, aid the United Methodist Committee on Relief (UMCOR) in its disaster response ministry, or continue to support a project you worked on with an UMVIM team.

For more information, visit the Advance website at <<http://gbgm-umc.org/advance>>. You may also call the Advance Office in New York at 212-870-3790. Your jurisdictional representative is available and will be happy to assist you in any way. The name and contact information for each jurisdictional representative can be obtained from the New York office, your conference office, or your local pastor.

ONE GREAT HOUR OF SHARING

The One Great Hour of Sharing (OGHS) offering ensures that the United Methodist Committee on Relief (UMCOR) has funds available to respond immediately to emergencies: the devastation of hurricanes, earthquakes, floods, cyclones, and typhoons; war and civil strife; and outbreaks of cholera.

These are just a sampling of the many emergencies and disasters to which UMCOR and UMVIM respond around the world in any given year.

The other critical use of the OGHS offering is to support UMCOR's Advance ministries. On an ongoing basis, UMCOR is in mission through approximately 200 Advance ministries around the world. So, in addition to emergency response work, your OGHS offering helps provide water for crop irrigation and livestock while focusing on soil conservation. It supports community health projects that reduce the rates of maternal and infant mortality. It provides skills training and assistance for women who develop micro-enterprises. OGHS assists children with HIV/AIDS and persons with physical and mental disabilities. It provides indigenous children with soymilk from a mechanical cow. It enables refugees resettling in the United States to start their lives anew.

Your offering works in many different ways to assist people who strive to feed and support themselves and their families, to learn new skills, to obtain better health care, to survive and work toward a fuller life despite poverty and civil unrest.

Continue to support the people whom you came to know and love while serving on a United Methodist Volunteers In Mission (UMVIM) team and many others like them. Encourage your church and team members to participate generously in the One Great Hour of Sharing offering. Use the resources published by United Methodist Communications. Call 888-862-3242 to order materials. Resources (some available in Korean and Spanish) include:

- Combination leaflet/offering envelopes
- Posters
- Coin boxes
- Jigsaw puzzles

The continued ministry of the United Methodist Committee on Relief depends on your participation in One Great Hour of Sharing.

ANNUAL CONFERENCE INITIATIVES

An annual conference chooses an area of the world in which to concentrate mission concerns and to raise money for the area, including for UMVIM, and for building projects for the quadrennium. Contact your conference office to find out if the conference has a special initiative, or talk to the chairperson of your conference mission organization or your conference UMVIM Coordinator.

SISTER CHURCH OR PARTNER CHURCH RELATIONSHIPS

Quite often when members of Volunteers In Mission teams return to their home churches or conference there is a tremendous interest in some sort of continuing relationship with the local church or group where the project took place. This happens at both international and national levels. The continued contact and support of a project most often takes the form of what has been called a “sister” or “partner” church relationship. Two program areas of the General Board of Global Ministries that can help establish this relationship are: Mission Contexts and Relationships (212-870-3689) and Mission Volunteers (212-870-3825).

COVENANT RELATIONSHIPS

What Is the Covenant Relationship Program?

- It enables a local church to surround a missionary with love and prayer, to grow in understanding the situation in which the missionary is involved, and to learn about the place of service and its people, culture, traditions, and religious life.
- It provides an avenue for United Methodist Volunteers In Mission teams to continue the mission in the international or national setting in which they participated.
- It provides an exciting opportunity for your church to participate in the mission program of our denomination.
- It challenges youth and young adults to get involved in mission.
- It provides your congregation with mission letters updating you on the ministry and mission of the missionaries.

- It enables your congregation to receive a personal visit from its missionary when the missionary is on home assignment.

How Do You Become a Covenant Church?

1. Seek a challenging annual financial goal for your Covenant Relationship commitment, with \$2,500, or more, per year (or at least \$5 per member per year) as your guideline.
2. Give first consideration to United Methodist mission personnel related to your annual conference. This facilitates the itineration visit of the missionaries. Contact your Conference or District Secretary of Global Ministries, Jurisdictional Advance field representative, or the Office of Covenant Relationships of the General Board of Global Ministries (addresses below). They will all be able to suggest mission personnel and send you a Covenant Relationship Acceptance Agreement form to formalize your decision.
3. When you receive the recommendations and make a decision, report your selection to the General Board of Global Ministries, and to your Conference Secretary of Global Ministries, using this form. GBGM will then confirm the commitment and inform the missionary selected. The Covenant takes effect on the date you indicate and continues according to your directions, though you are encouraged to make a three-year commitment. Any adjustment in the commitment amount, time-frame, or missionary selected may be reported to the Office of Covenant Relationships so that accurate records can be kept.
4. Funds are to be sent by your local church treasurer through your conference treasurer, clearly designated for the missionary with his or her Advance code number. Gifts may be sent quarterly, semiannually, or annually, as you choose.
5. Churches participating in the Covenant Relationship Program will be notified when a visit can be considered. Churches contributing at least \$2,500 annually (or \$5 per member) will receive priority for a visit from the missionary.

In addition to this Covenant Relationship Program, the General Board of Global Ministries also welcomes support from individuals or from churches outside the United Methodist connection. Please indicate the missionary's name and Advance code number and send gifts directly to:

Advance GCFA
P.O. Box 9068, GPO
New York, NY 10087-9068

For more information or to participate in the Covenant Relationship Program, please contact (with your local church's name and address, and your name and address):

Office of Covenant Relationships
General Board of Global Ministries
475 Riverside Drive, Room 320
New York, NY 10115
Phone: 212-870-3797
E-mail: covenant@gbgm-umc.org

For more information on United Methodist Mission Personnel, visit their website: <<http://gbgm-umc.org/mp>>. The Covenant Relationship link is on the left side margin of the web page.

General Advance Missionary Support Numbers

Missionaries: United States: Code # 982597

Missionaries: Outside the United States: Code # 00779Z

Global Mission Partners: Code # 12122L

International Persons in Mission: Code # 07685T

Church and Community Workers: Code # 982147

US-2 Program: Code # 982874

Mission Interns: Code # 13105Z

Whitehurst Individual Volunteers: Code # 982465

INDIVIDUAL VOLUNTEERS

The General Board of Global Ministries, in partnership with local and international churches and ecumenical organizations, has identified opportunities for individual volunteers, either as singles or as married couples. Terms of service vary according to the amount of time available to the individual volunteers.

Specific dates depend on when the volunteer is available and when the host community would like the volunteer to come. The usual length of service is two months to two years. In many countries, fluency in the language is required.

Individual volunteers should possess the following characteristics:

- 1.** A growing Christian faith and understanding of mission.
- 2.** Involvement in a local church.
- 3.** Maturity and a sense of personal security and wholeness.
- 4.** Ability to live with uncertainty, ambiguity, and loneliness.
- 5.** Flexibility and willingness to meet the demands of the assignment, including working under the supervision of local authorities.
- 6.** Willingness to observe standards of behavior acceptable to the host church, usually abstention from alcohol, tobacco, and other drugs.
- 7.** Skills in interpersonal relationships, including intercultural, ecumenical, and interracial experiences.
- 8.** Joy in making new friends and relating to persons of other cultures.
- 9.** Educational preparation and/or skills appropriate to the position.
- 10.** Physical and emotional health.
- 11.** A sense of humor.

Although the General Board of Global Ministries cannot promise a prospective volunteer a specific placement, the individual volunteer consultants will work toward an appropriate match. Once the office receives the application, references, and medical form, consultations take place, usually by telephone. Then the application is sent to the applicant's preferred place of service. If that placement does not materialize, the application may be sent to other places chosen by the candidate. In any event, the volunteer and the office must agree on the location to be considered. This process often takes several months.

The individual volunteer is expected to cover the cost of transportation and personal expenses in the place of assignment. Usually, the place of service will provide housing, and occasionally meals can be provided. This is not always possible, because volunteers generally go where the need is greatest and resources are limited.

Four orientation/training sessions for individual volunteers are held each year. All individual volunteers are expected to attend one of these sessions.

For further information and an application, contact:

Individual Volunteers
General Board of Global Ministries
475 Riverside Drive, Room 330
New York, NY 10115
Phone: 212-870-3825
E-mail: indvols@gbgm-umc.org

You may also visit the website at <<http://gbgm-umc.org/vim/indvol/program.htm>>.

4

SPECIALIZED TEAMS

TEAMS ORIGINATING OUTSIDE THE USA

It is exciting to know that many churches outside the US that have been receiving UMVIM teams are now forming their own teams and internal volunteer structures. The General Board of Global Ministries, in conjunction with Methodist Church leaders in Central Conferences and autonomous churches, has conducted successful training programs in Liberia, Brazil, Cambodia, Mozambique, and South Africa. In addition, the leaders of the East Harare District of Zimbabwe requested and received training.

Teams originating outside the US volunteer locally within their district or region, as well as in other countries. Brazil has been sending youth teams to Ireland, and one region of Brazil holds a highly successful blitz of building new churches within a week. South Africa has worked in Mozambique and is planning to work in Angola. The East Harare District in Zimbabwe has worked in the West Harare District, and Liberia's United Methodist Volunteers In Mission (LUMVIM) have been successful in rebuilding churches in their own country. Throughout the Methodist connection, there are many stories such as these.

All aspects of leadership development, team training, financial responsibilities, fundraising, cultural sensitivity, on-site activities, etc., are the same for these teams as they are for US-based teams. Careful planning and team leadership are critical and essential for successful team experiences.

COUNTRY-TO-COUNTRY EXCHANGES

One practice that seems to be occurring more and more is US-based teams staying home one year and sponsoring teams from another country to come to their church in the US. It requires a great deal of advance planning and consideration. This experience has proven to be a wonderful spiritual, educational, and cultural exchange for everyone involved. It strengthens the bonds between people, and both churches become much more involved in mission outreach.

The mission volunteers movement within the church is creating a shift toward increased south-south and south-north involvement. It's truly an exciting time for Methodism.

FUNDRAISING SUGGESTIONS

The following ideas for fundraising emerged from the Central Conferences:

- Musical concerts
- Contracts to make blocks or cut bush
- Sporting activities between churches and districts
- Road rehabilitation (a.k.a., pothole filling—cars pay when they pass)
- Agricultural projects—cassava farms, selling of pepper, rice, palm oil, coconuts
- Second Sunday special offering

CONSTRUCTION TEAMS

The majority of UMVIM teams are associated with some type of construction project. Integrated into these teams will be individuals possessing skills and gifts that will be utilized for other purposes (medical/teaching/evangelism). Do not place the building project above building relationships. Regardless of how much “work” gets done, it is absolutely necessary to remember:

The project is NOT the project—the project is the people!

HOW TO ORGANIZE

1. Identify a project around which to organize a team. National and international project lists available from your jurisdictional UMVIM office are a good place to begin. Contact your conference and jurisdictional UMVIM Coordinators for ideas if you do not find a project on the list that speaks to your heart.
2. Contact the person assigned to coordinate volunteers for the project you have chosen.
3. Spend time speaking with that person to ascertain:
 - a. Types of materials that will be utilized during the construction.
 - b. Tools that will be required. Are power tools appropriate?
 - c. Who is the on-site construction coordinator?
 - d. How many local workers will be working with the team? (Suggest a 1:1 ratio and require community involvement.)
 - e. Are electricity and a reliable water supply available?
 - f. Are building supplies readily available? How much can be purchased and delivered to the site prior to the team's arrival?
 - g. Are there any transportation issues for the materials and the team?
4. Make arrangements for some of the project funds to be sent to the host organizer so that materials can be purchased and brought on-site prior to the team's arrival.
5. Choose someone on the team to be the construction coordinator. This can be the team leader or someone else who has experience in construction. This person will be the contact person for the on-site construction coordinator and will need to realize the importance of working under the direction of the local coordinator. During preparations, the construction coordinator will be in charge of collecting and inventorying tools that will be required.

These are just some ideas. There will be other questions that you will want to ask, depending on the type and scope of the project. Preparation is key to a successful trip.

ON-SITE AT THE PROJECT

- Introduce the team to the host workers. It is extremely helpful to have team members wear nametags. Make nametags for the host crew also. You are there to build relationships, and that begins by knowing each other's names.
- Instruct your team members that nothing (clothing, tools, etc.) is to be given to the workers until approved by the host boss and not until the last day on the job site. Following this suggestion will prevent any hard feelings and help future teams.
- You are not there to get injured. If you are tired, rest; thirsty, drink; bored, find a different task. Use common sense in all things. Watch out for your teammates and host crew. Offer water and shade when necessary. Be an encourager and have fun!
- If, or when, materials do not arrive, play with children, sing songs of praise, pray, and enjoy your brothers and sisters in Christ.
- Begin and end each day with a prayer at the site. Be sure to invite anyone around you to join your circle.
- Attend to any injuries immediately.
- At the end of the workday, clean up the job site so that you can start fresh the next day.

DISASTER RESPONSE TEAMS

UMVIM WORKING ON UNITED METHODIST COMMITTEE ON RELIEF (UMCOR) PROJECTS

The immediate goal of UMCOR's international and US emergency response program is to provide relief and rehabilitation for the entire person—physical, spiritual, and psychological—in a situation of distress.

Both within and outside the United States, UMCOR works to enable those affected by disasters to take responsibility for relief and recovery work. Wherever possible, UMCOR forms partnerships with other religious and secular organizations in order to pool resources and avoid duplicating efforts.

UMCOR provides long-term recovery as well as immediate relief. Recognizing that disasters cause disruptions that can last for years and often create permanent changes in people's lives, UMCOR works within a community to address the long-term effects of a disaster and assists people in rebuilding and adjusting to change.

UMCOR's work is dependent upon volunteers, and there are many ways to give of oneself to the work of disaster response. Whether you are skilled at a craft or simply have the heart and desire to serve, there is a place for you. UMCOR is involved at all levels of disaster preparedness, response, and recovery and can use you as a volunteer.

One place where volunteers can serve is on early-response teams. These teams are among the first of the faith-based teams to enter a disaster area in the relief stage of a disaster (after the emergency search-and-rescue phase is complete). The teams receive training from UMCOR. Their objective is to provide a Christian presence and to make homes and property "safe, secure, and sanitary."

UMCOR serves as a resource to annual conferences and often is asked to send people with specific skills to help with disaster response. These skilled workers receive special training and can be present in an area for up to 28 days. Some of the skills are: disaster response management, Christian care and counseling for all ages, logistical support, material resources management and distribution, public relations, management of volunteers, computer advice, technical consultation, and case management supervision.

Many annual conferences offer information and guidance on forming and training disaster response teams. Contact your Annual Conference Disaster Response Coordinator or your United Methodist Volunteers In Mission Coordinator for more information.

EVANGELISM AND VACATION BIBLE SCHOOL TEAMS

EVANGELISM

A major goal of most UMVIM mission teams is to participate in the building, teaching, or medical project assigned to them. Yet as they work toward that goal, they can share, with gratitude, the redemptive love of Jesus Christ in every way and with every person they meet.

There are times when a host pastor will request a team specifically for evangelism or will ask for the team to lead or participate in evangelistic services in addition to the main project. It is very important that the initiative come from the host pastor or church leaders. Visiting teams should beware of imposing their own version of evangelism on people whose culture may be very different and therefore whose methods of evangelism may be very different.

Some specific ways to be faithful to evangelistic opportunities are as follows:

- Pray together and share together daily as a team.
- Be sensitive to one another's needs and look for opportunities to share with and pray with one another.
- Be sensitive to the needs of the pastor and all the people among whom you are serving, and be diligent in sharing and praying with them as well.
- Listen to and learn from those whom you serve. Worshiping among these new friends in Christ and listening to their faith stories can be a tremendous opportunity for nurture and spiritual growth in your own life.
- Consult with the pastor about ways to offer team members an opportunity to participate in the worship services of the church or churches. It is imperative to follow the pastor's guidance and never to be pushy in this matter. The objective in each mission is to offer your acceptance, encouragement, supportive love, and affirmation to those whom you serve.
- Ask the host pastor if home visits would be helpful. Those to be visited could be shut-ins, prospective members, or people who have made commitments in recent services. It is important that there be at least one team member along with one or two members of the host church on each visit. It is also important to have a time of prayer and possibly a brief sharing of Scripture during each visit.
- Seek the guidance of the host pastor for opportunities to conduct evangelistic services. These may be in a church building, the open air, a prison, or some other appropriate setting. Team members and members of the local church may give verbal witness to their faith in Christ, the Gospel may be preached, and hymns or praise songs may be sung. An invitation to Christian commitment or simply an opportunity to pray with members of the team can be extended in love. At each service outside the church building, mention the next service to be held at the church and issue a warm invitation for all present to attend.

UMVIM is a distinctly Christian ministry. Our service should be rendered in a Christ-like manner, regardless of the particular assignment. This people-to-people ministry is a magnificent opportunity to demonstrate the grace of God in our lives so that Christ will be honored and exalted.

VACATION BIBLE SCHOOL

Many mission teams have held highly successful Bible School programs for children and adults in conjunction with construction-related projects. A well-conducted Bible School requires much more advance planning and preparation than any other phase of the mission. It often becomes the focal point for the team, but it should not be initiated until given approval by the host leader. It is the responsibility of the team leader to discuss the possibility of conducting a Bible School with the host leader before any planning begins. Careful coordination with local church people can inspire many to help team members with Bible School. This proves to be exciting, rewarding, and educational for everyone, leaving wonderful memories and spiritual seeds that grow and bloom forever.

The most successful Bible Schools have all materials prepared, music planned, stories ready, recreational games and materials organized, and snacks packed in sandwich bags prior to departure from the United States. Highly successful Bible Schools for children divide the students into age-level groups, rotating them between Bible story time, music, arts and crafts, and recreation. Extravagant materials must be avoided. The use of simple materials and especially those that are obtainable locally (at no cost) allows the host church to continue the program once the team leaves. Of course, content and schedule will vary when a Bible School for adults is conducted. Coordinated with a theme, Bible School time is exciting and enriching for all.

The team leader must carefully choose the team member to coordinate the Bible School and should lend a helping hand when guidance and direction are needed. The Bible School coordinator must be able to relate well to various personalities as well as skill levels. If possible, a local church member should work in conjunction with the team member coordinator. Working together in advance planning, and in daily evaluations after the Bible School, will help to ensure that the experience is worthwhile and special.

HEALTH CARE TEAMS

This portion of the training manual is compiled by the United Methodist Fellowship of Health Care Volunteers (UMF/HCV). It was developed to assist team leaders and members to form appropriate and well-planned health care teams that are prepared to be sent to host sites requesting their services.

UNITED METHODIST FELLOWSHIP OF HEALTH CARE VOLUNTEERS

UMF/HCV is:

- A national organization.
- Related to UMVIM and to the Mission Volunteers Program Area of the General Board of Global Ministries.

The purpose of UMF/HCV is:

To invite and enable health care professionals and other interested individuals to nurture and witness their Christian faith through ministries of healing the body, mind, and spirit, as servants of Christ, providing health care to a world in need.

The mission of UMF/HCV is:

To know God, to love God, and to serve God as Christ's hands throughout the world.

The UMF/HCV vision is to:

- Assist and support jurisdictional and conference volunteer health care organizations.
- Work toward a network of support for health care volunteers throughout the United Methodist connectional system.
- Build an international database listing potential team members, leaders, and individual health care volunteers, their skills and availability.
- Recruit volunteers and help link them with health care teams.
- Assist in matching teams and individual health care volunteers with areas of need around the world.
- Provide leadership and team development training specific to health care teams.
- Provide guidance, inspiration, and resource support for health care teams and individual volunteers.
- Work toward making a real difference in the health of the communities we serve.
- Reflect Christ's healing ministry through our words and actions.

The UMF/HCV is:

- Governed by a board of ten directors, two from each of the five jurisdictions.
- Assisted by a national consultant in full cooperation with the Mission Volunteers program area of the General Board of Global Ministries.

ISSUES SPECIFIC TO HEALTH CARE TEAMS

- Thirty percent of UMVIM teams have a health care component.
- Personnel are selected according to specific team requirements.
- There are specific needs for medical supplies, equipment, and pharmaceuticals.
- Licensure and credentialing requirements are often complex.
- Continuity of care, preventive and public health, health promotion, and health education are very important and should be addressed by every team.
- Teams have to work in partnership with health care personnel from host countries.

Why Do We Go?

- Great unmet health care needs exist throughout the world.
- People are suffering and dying from preventable diseases.
- Whole communities are without health care.
- We are called to respond to this human need and to participate in Christ's healing ministry.
- To do nothing in the face of this need is to miss the mark as Christians.
- We feel a responsibility to those we serve to respond to their perceived need and their request for help.
- As health volunteers, we can make a difference in the lives of the small number that we do reach.

We feel a responsibility to give them the best we have to offer and to:

- Address the root causes of the illnesses we treat.
- Incorporate basic measures of public health, sanitation, and good nutrition.
- Establish continuity of care.
- Use appropriate technology.
- Support local health personnel and strengthen local health care systems.
- Spread the Good News of Christ's love for them.

Our best response is often very difficult for us to determine.

- We have a complex, technology-dependent, and very expensive health care system that often cannot be easily applied to the conditions we encounter in many areas.
- Many ailments that we treat in our mission effort are directly related to poverty, to lack of sanitation and potable water, and to difficult living conditions.
- Oftentimes, we do not have in our possession at the worksite appropriate ways to treat local ailments or to change local conditions. However, we can learn together and work together with those we serve to develop appropriate means to treat illness and to improve the general health of the community.

Forming a Health Care Team

Carefully forming a health care team is critical to successfully fulfilling the team's purpose and mission. Following are some general concepts that have been found to work with the more successful teams.

The person fulfilling the important responsibilities of a team leader:

- 1.** Does not need to have a specific health professional degree (unless a person with a health professional degree is needed to negotiate with health authorities in the receiving country).
- 2.** Does need to have experience serving on health care teams.
- 3.** Should be selected for administrative and leadership skills and experience as an UMVIM team leader.
- 4.** Must possess positive interpersonal capabilities and be able to work in harmony with people who have a wide range of skills and personalities.
- 5.** Must recognize that a well-run team allows the health professionals to concentrate on patient care rather than administrative tasks.
- 6.** Is strongly advised to have a co-leader to serve as medical coordinator.

The composition of the team will depend on:

- 1.** The setting (hospital vs. clinic, rural vs. urban).
- 2.** The tasks (basic medicine, surgery, dentistry, teaching, public health).
- 3.** The needs perceived by the hosts.
- 4.** The hosting capacity.

In addition to health practitioners, key team members may include:

- 1.** Interpreters who are familiar with medical terminology, able to translate patient history and instructions accurately, and be available for each segment of the team. Qualified local translators are sometimes preferable because they can better understand the cultural nuances of the patients' problems.
- 2.** A pastor, or someone who assumes the pastoral role, is a very important member of the team, and may provide the spiritual glue that holds the team together.
- 3.** Pharmacists may be very important if there are a large number of medications to be procured for the team, and a number of prescriptions to be dispensed. They are also helpful in determining which medicines may be substituted for those that are unavailable.
- 4.** Other non-medical persons are also essential to a well-run team.
 - a.** It is estimated that at least one helper is needed for each health professional on the team.
 - b.** Non-medical members can perform a wide range of tasks, such as making repairs, managing patient flow, and making runs to the local town to pick up needed supplies and/or medicines.
 - c.** They may be easily taught simple but essential assessment, pharmaceutical, and record-keeping skills.
 - d.** Local volunteers may be recruited for these tasks.
- 5.** Participation of pre-professional and professional students is encouraged.
 - a.** They are very enthusiastic and quick to learn.
 - b.** The experience gives them a valuable introduction to future mission involvement.
 - c.** They work side by side with inspiring role models.
- 6.** It is important to select team members for:
 - a.** Professional health care skills.

- b. Interest in and dedication to mission.
- c. Compatibility with other team members.
- d. Willingness to accept the guidance and mandates of team leaders.

It is vitally important to remember that flexibility is an essential quality for all team members. Needs may be quite different once the actual work begins.

MEDICAL EQUIPMENT, SUPPLIES, AND PHARMACEUTICALS

- You can't possibly take everything with you that you think you will need.
- You can't possibly foresee everything you might need.
- Rely on your previous experience or the experience of others on what to take.
- Refer to the manual *Getting the Right Stuff* (see "Resources" at the end of this section), which represents the collective experience of UMF/HCV on this important topic.
- Sources of medical and dental supplies and equipment as well as pharmaceuticals are listed in the Appendix. It may be helpful to check with the UMF/HCV consultant for current recommendations on sources or assistance with the ordering process.

Medical and Dental Equipment

General guidelines on medical and dental equipment include the following:

- Check that all equipment is in good working order before shipping.
- Ensure that spare parts are available and can be sent with the equipment.
- Carefully check the voltage requirements and the voltage variations that can be tolerated.
- If equipment is to be left, ensure that local personnel know how to use it and how to repair it.
- A service/repair manual is essential, preferably in the local language.
- Some equipment sources have stopped handling very large and complex electrical equipment because of the expense of shipping and high risk of breakdown.
- The decision to accept or ship large equipment should always be made with careful consideration of possible customs fees, expense of shipping, risk of breakdown, and availability of replacement parts and repair services.
- Be mindful that many sites in developing countries have whole collections of broken, unusable medical equipment. Don't "dump" unusable antiquated equipment on host countries in the name of contributions.
- Teams will usually need to bring their own surgical and dental tools and examination equipment.
- It is usually best to hand-carry on the plane any fragile or expensive small equipment. Keep in mind that since September 11, security will not allow you to carry on any sharp instruments or anything that could even be remotely considered a weapon.
- Simple glucometers and hemoglobinometers are often useful, but have to be accompanied by a generous supply of test strips.
- In terms of laboratory equipment, Lab in a Suitcase is available from International Aid. (See "Medical Supplies—Sources" in the Appendix.) Though somewhat expensive, it would allow you to do most of the routine lab work you will need on-site.

Medical and Dental Supplies

- Village clinics and mission hospitals often lack basic medical and dental supplies that we would deem important or essential for our work.

- The list includes such items as hand instruments, diagnostic tools, gloves, suture material, and even bandages. They are generally very expensive to purchase.
- Fortunately, US hospitals and clinics have available quantities of medical supplies that are surplus or no longer being used, or disposables that cannot be reprocessed.
- Gleaning from these hospitals and clinics are an excellent way to get needed supplies. Have departments and central supply save for you what would otherwise be thrown away.
- A number of nonprofit agencies have been formed for the purpose of collecting, processing and shipping medical and dental supplies. They basically charge only for handling and shipping expenses. (*See Appendix.*)
- Anesthesia gas may be very difficult to obtain outside the US and cannot be shipped easily.
- Supply requirements for a dental team are quite different from a medical team.
- For a more detailed discussion of a dental field setup by Marvin Loyd, DDS, refer to *Getting the Right Stuff*. (*See “Resources” at the end of this section.*) For an extended discussion of dental teams, refer to *Portable Mission Dentistry* by Dr. Ron Lamb.
- Host professionals can always use textbooks and medical references. A *Physician’s Desk Reference* is invaluable.
- Books in English can almost always be used, but those in the local language are preferred.

Pharmaceuticals

1. Selecting and accumulating the right medicines are important responsibilities for any medical team and should be started early.
2. For a larger team, or a team planning to serve in a hospital setting, it is essential that a pharmacist be included on the team roster, at least for consultation.
3. For details on procuring medicines, refer to *Getting the Right Stuff*. (*See “Resources” at the end of this section.*)
4. An important first step is to develop a tentative formulary.
5. For this purpose you will need information on:
 - Conditions likely to be encountered.
 - Projected numbers of patients.
 - What is already available on-site.
 - The prescribing experience of previous teams and of local health professionals. (The host UMWIM Coordinator may supply much of this information.)
 - The prescribing preferences of health professionals on the team.
6. Consider the various sources available to fill your needs.
 - Gleaning—obtaining samples of medicines from clinics and hospitals does not always get you exactly what you need and have to be repackaged, but they are free. Small quantities of drugs are generally not very useful.
 - Donations from drug companies may be very helpful and are worth pursuing, but are getting more difficult to obtain.
 - In-country purchases:
 - Support the local economy.
 - Eliminate the problem of getting drugs through customs.
 - Are much cheaper for certain medications—antibiotics, worm meds, liquid preparations.
 - Mean quality control is sometimes an issue.
 - Require that you develop a reliable wholesale source.

7. Most teams will realize that they need to purchase at least a portion of their pharmaceuticals from sources that specialize in supplying missionaries.
- They are nonprofit and usually charge 6-15% of value, essentially the cost of shipping and handling.
 - They either supply a prepackaged set of World Health Organization-recommended drugs (MAP travel pack or IMA Medicine Box) or allow you to order your choice and quantity of drugs on an as-available basis (e.g., Blessings, International, or King Benevolent Fund in the “Medical Supplies—Sources” section of the Appendix).
 - These supply sources are listed in the Appendix. They have individual rules and stipulations and require that you order two months or more before expected departure.
 - There are programs that allow you to order European generics, but they have to be shipped directly to your destination. You risk not receiving them if the shippers are undependable.
 - If you need further information on the ordering process, consult *Getting the Right Stuff*, (see “Resources” at the end of this section) or contact the UMF/HCV medical consultant.

Some Tips on Preparation

- It is critically important not to pack any outdated or soon-to-expire drugs. They are illegal in many countries, regarded in many places as an extreme insult, and will risk having your entire shipment confiscated.
- Consolidate samples into bulk units and label them clearly.
- A medicine- and supply-packing party may be needed. This is an excellent means for group bonding before departure.

Note: *If you know that you will be over the airline’s baggage limit, it may pay to negotiate with them in advance. They may allow you to take extra baggage if you let them know what you are taking and why.*

GETTING THROUGH CUSTOMS

- This task is often difficult for health care teams, especially if they are carrying large amounts of expensive drugs and medical supplies and equipment.
- Have a detailed packing list available for customs and extra copies of each list.
- Obtain a notarized letter from a church official, preferably one of high rank, vouching that the medicines and supplies are not for sale but will be used to treat the poor. Include in this letter a request that the container be expedited through customs.
- It may help to be met at customs by someone from the local church who has expertise in getting through customs and can explain the purpose and intent of your visit. (This may no longer be possible with the security increases after September 11.)
- Do not have any outdated medicines or you may risk confiscation of the entire lot.
- Bribery may be tempting in the short-run, but it sets a bad precedent and will cause trouble for future teams.

CREDENTIALING

- Physicians and dentists may need certification of current licensure and permission to practice. This depends on the country. A few also require proof of graduation.
- Certification and permission are usually obtained through the country’s Ministry of Health.
- It is important to follow a country’s requirements to the letter.

- The host coordinator will be able to inform you of the particular requirements.
- It is very important to carry an extra copy of all documents with you.
- Registered nurses usually do not require certification but are expected to work under the supervision of a physician. The same is true of therapists and counselors.
- Most countries do not recognize nurse practitioners and physician's assistants as separate categories, so there are no specific licensure requirements.

Note: *Malpractice claims have not been a problem in any of our mission experiences. UMF/HCV and GBGM do not provide malpractice coverage. If you have a concern about this, you may contact your personal insurer to see if you are covered. You may also contact the UMF/HCV medical consultant for an updated medical and legal opinion on this issue.*

DENTAL TEAMS

- Dental teams have many specific equipment/supply needs that differ from those of other health care teams, particularly chairs, instruments, and anesthesia.
- Village dentistry may be limited to extracting teeth and teaching dental hygiene.
- Other teams may provide complex services that require sophisticated equipment, trained assistants, and anesthesia.
- Suggestions for equipment and supply needs for doing village dentistry can be found in *Getting the Right Stuff*. (See "Resources" at the end of this section.)
- For a complete discussion of mission dentistry, *Portable Mission Dentistry* by Dr. Ron Lamb is a comprehensive guidebook for anyone contemplating dental mission. (See "Resources" at the end of this section.)

SITE PREPARATIONS SPECIFIC TO HEALTH CARE TEAMS

Make sure to arrange in advance for the following:

- Refrigeration for immunizations and some medications.
- A method for sterilization of instruments and supplies.
- Local health care personnel and support persons to work with you.
- Enough medical translators to serve each module of the clinic.
- Source of power (generator if necessary) for lights and electrical equipment. Make sure that the voltage is appropriate for the equipment.
- A source of potable water.
- Publicity and advance notification of clinic availability and hours.
- A preliminary site evaluation and health care needs assessment if indicated, particularly for a new site. (See "Resources" at the end of this section.)

HEALTH CARE DOS AND DON'TS

- Plan far ahead. See timeline in the Checklist for Health Care Teams, on the UMF/HCV website <<http://gbgm-umc.org/vim/features/umfhcv.htm>>.
- Try to learn as much of the local language as you can, particularly medical terms.
- Do as much research and reading as you can on the health needs of the country that you are planning to visit. The CDC website has up-to-date information on endemic diseases, treatment, and even current epidemics.
- If you will have an opportunity to teach, it may be helpful to plan some approaches and bring materials, handouts, and teaching aids with you.
- Some medicines may be dispensed in Ziploc® bags. Others require plastic bottles. Label medicine bottles in the local language.

- Local people may not have a clock or a refrigerator. They are not used to taking medicine on a regular basis or for a long period of time.
- Try to keep good records of all the patients you see. Even a brief note may be invaluable to whoever sees the patient next.
- Flexibility is extremely important. Let God use you where you are needed. A specialist may need to do general medicine. An internist may need to suture lacerations. A surgical nurse may need to comfort a grieving mother.
- Accept that our philosophy of medicine and medical care often do not apply in a mission setting.
- Regular devotions and worship are essential for a health care team. It is also important to share worship with your hosts.
- Take care of your own health. If you become ill, you will not only be miserable but may also seriously hamper the mission of the team.
- Avoid the appearance of conflict or direct competition with local health practitioners.
- Some of us prefer to witness and show our Christian love by acts of healing. Others prefer to use the words of the Good News. Both are appropriate. We are also a witness by our presence.
- Remember that your task may be the medical work or project. Your mission is to share the love of God.
- Promising to provide medical care for patients by sending them to the United States can create difficult problems. Make sure that you can follow through before you make a commitment. Never make a promise you cannot keep.
- Always love and respect every patient you treat.

COMMUNITY-BASED PRIMARY HEALTH CARE

Background

A program of Community-Based Primary Health Care (CBPHC) has been adopted and supported by the Health and Welfare Ministries program area of the General Board of Global Ministries and by the United Methodist Committee on Relief (UMCOR) since the early 1990s. It is based on the Jamkhed model developed and implemented by Drs. Mabelle and Rajanikant Arole in the villages of India's Maharashtra State beginning in the early 1970s. (*See "Resources" at the end of this section.*)

Basic Premises

Health is attainable, accessible, and sustainable by people, both for themselves and their communities, if they are given the opportunity. Health is a state of complete well-being—physical, mental, social, and spiritual—not merely the absence of illness. People and their communities can and should be responsible for their own health. The health care delivery system also needs to be based in the community it serves.

CBPHC Focus

CBPHC focuses on sanitation, hygiene, clean drinking water, adequate nutrition, family planning, maternal and child health care, and basic disease prevention, recognition, and treatment. It achieves results in all these areas through community development and use of existing resources. It supports people in their own environment, values their resources, and respects their cultural practices.

Three Principles of CBPHC

- **Equity**
 - Reaches out to the poor and marginalized.

- Treats all classes and castes as equals.
- Provides equal health care to everyone—**health for all**.

■ **Integration**

- Combines curative, preventive, and traditional medicine.
- Treats the whole person: body, mind, and spirit.

■ **Empowerment**

- Helps people to help themselves.
- Trusts them with responsibilities.
- Helps them to realize that they have the power to improve their health and the health of their community.

Changing the World

At present, CBPHC is being implemented in more than 20 countries. Training locations include Jamkhed, India, as well as the participants' own communities. Courses have been held or are scheduled throughout South and Central America through the GBGM.

How We Can Apply the Principles of CBPHC to Our UMVIM Health Care Ministry

- Incorporate the three principles of equity, integration, and empowerment into your mission efforts. Look for and begin to address the root causes of the illnesses you treat.
- Perform health care needs assessments and evaluations of public health status.
- Affirm, support, and build partnerships with local health workers; when prepared, participate in their training.
- Strongly encourage our mission clinics and hospitals to develop and implement a regional network of community-based programs.

RESOURCES FOR HEALTH CARE VOLUNTEERS

1. Arole, Raj and Mabelle. *Jamkhed, A Comprehensive Rural Health Project*. London: Macmillan, 1994. The story of a remarkable human experiment, and the best description of Community-Based Primary Health Care.
2. Aroney-Sine, Dr. Christine. *Travel Well: Maintaining Physical, Spiritual, and Emotional Health During International Ministry*. World Vision Resources, 2005.
3. Centers for Disease Control (CDC) website, <<http://www.cdc.gov/travel>>. Constantly updated country-specific health information for international travel.
4. Checklist for Health Care Teams, UMF/HCV. May be obtained from the website, <<http://gbgm-umc.org/vim/features/umfhcv.htm>>.
5. *Getting the Right Stuff*, UMF/HCV. Request a copy from Roger Boe, MD, boeroger@cablone.net or obtain it from the UMF/HCV website, <<http://gbgm-umc.org/vim/features/umfhcv.htm>>. A concise summary of how to obtain supplies, equipment, and pharmaceuticals for health care mission.
6. Granich, Reuben, MD, MPH, Jonathan Mermin, MD. *HIV, Health, and Your Community: A Guide for Action*. Berkeley, CA: Hesperian Foundation.
7. Lamb, Ron, DMD. *Portable Mission Dentistry*. Available from the author at P.O. Box 747, Broken Arrow, OK, 74013-0747.
8. Werner, David. *Where There Is No Doctor: A Village Health Care Handbook*. Berkeley, CA: Hesperian Foundation, 1992.
9. Wolf, C., and D. Palmer. *Handbook of Medicine in Developing Countries*, 2nd ed. Bristol, TN: Christian Medical and Dental Society, 2002. Overall, this second edition is possibly the most useful compendium available to anyone who undertakes mission health care.

TEACHING TEAMS

AGRICULTURE

The General Board of Global Ministries (GBGM), through Sustainable Agriculture and Development (SA&D), identifies opportunities of service for specialized United Methodist Volunteers In Mission with previous field experience in agriculture and development. SA&D staff members, working through the Health and Relief program area of GBGM, document the agricultural development work being carried out by our global partner churches and identify priorities for work within various worldwide regions. Agronomists and rural development specialists (ARDS) within each region have been identified for participation in regional workshops. Workshops provide opportunities for SA&D staff to become personally acquainted with partners in the field, share experiences, identify successes and challenges, and then set priorities for the program from the perspective of grassroots workers.

Most needs in agricultural development are less for teams than for individuals willing to spend several weeks on a project. Typical projects include:

- Impact assessments, in home villages, of bio-intensive training for individuals and community groups.
- Assistance in developing cooperatives and specific agricultural projects, including food production, fish farming, and coffee production, processing, and marketing.
- Technical assessment of land use and natural resource management.
- Developing markets for crops produced by small-scale leasehold farmers. Interested people should contact their conference or jurisdictional UMVIM Coordinator, or the Executive Secretary of Sustainable Agriculture and Development at the General Board of Global Ministries (tel. 212-870-3877).

BUSINESS SYSTEMS

There is a growing need for teams and individuals who can teach basic business systems. These include but are not limited to:

- Computers (Windows-based programs)
- Marketing
- Banking
- Accounting
- Micro-lending
- Micro-enterprise program formation.

As the world economy emerges and communication spreads through the Internet, it will become as important to educate the population in the areas of business as it is for UMVIM teams to build/repair buildings. The United Methodist Church is filled with members who are computer- and business-savvy—let us put their mission spirit to use.

COTTAGE INDUSTRIES

Cottage industries involve work that can be done at home or in a community meeting place, as opposed to in a factory or commercial facility. The purpose of teaching cottage industries is twofold:

- To provide a means for people to make items for themselves and their families.
- To provide income to spend on food, clothing, shoes, medicine, children's school fees, and a better quality of life. Teaching people in local communities skills that will help them attain a better way of life can be an important part of UMVIM work. Anywhere in the world, wherever there is a mission trip planned, there can be a program on cottage industries.

Some skills that may be taught are:

- Sewing
- Solar cooking (including how to make a solar cooker)
- Drying foods
- Box gardening
- Starting a bakery
- Raising rabbits/chickens
- Making kites
- Starting and managing a business.

If your team expects to provide teaching on cottage industries, plan well in advance. Some steps to take are the following:

- Send a notice ahead of the trip inviting churches to host workshops or seminars on the topics you will be offering. Ask them to invite everyone in the area who would be interested, as well as the church members. The invitation should include the times and dates of the workshops and should state that there is no charge.
- Plan to provide child care, as many attendees will bring their children. This would be a good opportunity to have a Vacation Bible School at the same time as the cottage industries workshop.
- Be prepared to be flexible. If many prospective attendees work during the day, evening classes would be in order.
- Remember, training in cottage industries is for both men and women. If men balk at "sewing," tell them how highly paid and valued the tailors are in Europe and the US.
- If the expected attendance is 20, prepare for double that number; once the word gets out, the response is usually great.
- The Florida Conference UMVIM has a program called Cottage Works that has been successful in different areas of the world. For further information, contact the Florida Conference UMVIM Coordinator or the Mission Volunteers Office at the General Board of Global Ministries.

ENGLISH AS A SECOND LANGUAGE (ESL)

Teaching English in another country is one way for UMVIM teams to make a contribution to missions that is much needed, desired, and requested. In many countries, English instruction by native speakers is a need that UMVIM teams can address effectively even in a two-week stay. The English-language skills encountered will vary from zero to quite proficient. Flexibility is definitely needed. Native speakers can make a significant contribution without an ESL background or even a teaching background if they are willing to prepare before they go and are willing to work with those on the team who have ESL experience. The teacher-student relationship in most countries is still one that is highly valued and thus very rewarding to the team members and learners. You can make your contribution and see the results in English improvement and in gratitude—all within a couple of weeks!

Materials

Anything that you have used and anything that you can take will be helpful in one way or another. For beginners, simple books with lots of pictures are excellent for vocabulary building. Colorful pictures cut from magazines and pasted onto a paper chart also work well for group vocabulary building.

UMCOR NGO TEAMS

It is important for the team leader preparing to work with the United Methodist Committee on Relief (UMCOR) through one of its nongovernmental organization (NGO) affiliates to have some specialized information about the policies and procedures to be followed. Each UMCOR field office has its own policies and procedures manual, and the team leader should request a copy in order to comply with the specific regulations for each place of service.

The mission of the UMCOR NGO is assisting in direct ministry to persons in need, in ways that advance the dignity of persons without regard to religion, race, nationality, or sex. United Methodist volunteers are asked to honor the commitment made in 1940 by our denomination to reach out and serve all those who are suffering, as described in Matthew 25:31-41. This means that in the NGO setting, food is given to the hungry, a cup of water is offered to the thirsty, hospitality is offered to strangers, clothing is given to the naked, those who are sick and in prison are cared for—with no strings attached.

Volunteers who desire to serve in this setting are asked to show their faith and love by what they do, not by what they say. It is important to be extremely sensitive to the mission context. Proselytizing, converting others to United Methodism, preaching, and praying publicly are inappropriate.

Appropriate activities for UMCOR teams in the NGO setting include:

- Construction/rehabilitation of buildings.
- Assisting with summer camps/day camps.
- Youth house projects.
- Teaching English or computer technology.
- Therapeutic drama/art.
- Training in the fields of medicine, agriculture, etc.
- Other activities in consultation with UMCOR or UMCOR partners.

Inappropriate activities for UMCOR teams include:

- Activities that encourage dependency or devalue the coping skills developed in a community (for example, giving money to begging children or providing complicated machinery that replaces locally produced tools).
- Offering services that replace those already provided by local inhabitants—even if yours are better. Consider training rather than service delivery in this situation.
- Showering beneficiaries with gifts. This is inappropriate and leaves the recipients feeling indebted. Doing activities with rather than to beneficiaries is always preferred.

Some general information for teams working in an UMCOR/NGO setting:

- UMCOR staff members are not to accept any gifts from UMCOR teams or team members.
- Gifts brought for UMCOR beneficiaries should be presented to the UMCOR staff upon arrival, to ensure proper accounting and orderly distribution of the gifts to the appropriate beneficiaries.

- Volunteers may be requested to work within UMCOR projects or with any of UMCOR's indigenous NGO partners. The UMCOR/UMVIM Coordinator will work with the UMCOR project manager or the local NGO manager to discover the needs and develop the volunteer project.
- All volunteers must provide a notarized Release of Liability upon arrival in the field.
- Volunteers are strongly encouraged to purchase medical-evacuation insurance before traveling to a project site. (Note: This insurance may be purchased from the Mission Volunteers Office. See the Forms section of this manual for additional information.)
- Medical professionals must provide current credentials and proof of liability insurance before they will be eligible to participate in a project. Other professionals must provide current credentials prior to participation in a project.

The process for participating in an UMCOR/NGO project is as follows:

- Your scheduling logistics are worked out with the local UMCOR/UMVIM Coordinator.
- The potential volunteer team receives from the UMCOR/UMVIM Coordinator information outlining UMCOR's mission and programs, with an explanation of how the NGO's work fits into the General Board of Global Ministries mission.
- The UMCOR volunteers coordinator assigns a specific project to the team.
- The UMVIM team leader, assisted by the jurisdictional or conference UMVIM Coordinator as necessary, communicates with the project manager, usually via e-mail. The team leader gives extensive and appropriate orientation and training to the team. If not properly trained, volunteers could unknowingly offend beneficiaries or embarrass UMCOR.
- The UMVIM team travels to the target destination as a group, coordinated by the team leader.
- All UMVIM teams get a chance to visit the UMCOR field office and meet with the head of mission and/or designated person to learn more about the target project and to ask questions.
- The UMVIM and/or UMCOR coordinator of volunteers should provide a letter of acknowledgment for volunteers' donations. An itemized list of verified donations (including airfare, in-kind gifts, and donated time) should be attached to the letter. This will depend upon the team leader's submitting to UMCOR an itemized list of donations from the whole team and/or each individual team member.
- Materials on One Great Hour of Sharing and the Advance for Christ and His Church are provided for each UMVIM team, including appropriate Advance numbers for the hosting field office.

While volunteers are invited to be advocates for UMCOR's programs and beneficiaries, and given appropriate information and materials, this is not a requirement of volunteers. Guidelines for good conduct are determined by the UMCOR field office in each country. It is important for the team leader to share with team members the guidelines for the country to be visited. Guidelines will cover such topics as:

- Dress
- Local customs and cultural issues
- UMCOR policy regarding conduct
- Gifts/bribes/handouts
- Security issues.

It is important to ensure that volunteers do not make promises to partner organizations or beneficiaries in UMCOR's name. The UMVIM team leader prepares a written orientation/training paper on this point, explaining that volunteers will be viewed as "UMCOR officials" by beneficiaries, and even a smile or a nod could be taken as a promise. This should also be discussed during training before the team

begins to work with beneficiaries in the field. It is helpful to include examples of how easily misunderstandings can develop and how to avoid them.

YOUTH TEAMS

Virtually everything in this manual applies to youth as well as adults. This section contains a few special considerations for youth teams. Most UMVIM leaders recommend that youth on UMVIM teams be ninth graders or older. UMVIM experiences for those who are younger, if attempted, should be carefully chosen. The team leader should always check with the host to make sure those who are younger than ninth graders are welcome. Youth teams require adult supervision. It is desirable to have one experienced adult for every three to five young people. At the worksite, small sub-teams of three people seem to work better than larger sub-team groupings. Mature youth may sometimes serve in some of the leadership positions listed below.

Leadership Positions Needed by Youth Teams

- Team leader
- Drivers
- Crew leaders for various jobs
- Cooks
- A person with construction knowledge (if on a construction project)
- Counselors (adult team members)
- An official photographer
- A “financial officer” (may be a youth supervised by an adult)

Special Considerations Needed by Youth

The team leader should collect an estimated amount for all meals on the trip and should pay for them all. Set a limit on spending for meals eaten out and put youth on their honor to pay any excess expenses for food. If you stop for fast food, take orders beforehand. When the team leader gives the entire group’s order, it saves time.

Youth trips should include a fun experience such as a theme-park visit. The leader should collect the cost in advance, negotiate for a group rate, and pay for everyone.

Suggest an amount of money that everyone should bring for personal items—souvenirs, film, soda, snacks, etc. Each person is responsible for all such expenses. Make sure youth put their names on cameras, clothing, tools, and other possessions. Stress that each group member is responsible for his/her own belongings. Many youth teams include the cost of the adult leaders’ travel and meals in the team budget. To defray these expenses, estimate them in advance and make them part of the budget.

When planning to take a youth group on a mission experience, the coordinator should check the church’s insurance policy for liability coverage (especially on the vehicles) and driver-qualification requirements in particular. Each participant signs a Liability and Medical Release that protects the church from other liabilities. (*See the insurance and liability forms in the Forms for Team Members section of this manual, as well as the section called Additional Forms for Youth Teams.*)

A very important part of preparation for the youth mission experience is the orientation and training of participants. Though it depends on the nature of the trip, there should be at least two meetings in which youth and their parents review expectations, commitment, and preparation for the project. Also, the budget and final itinerary have to be shared with the parents. Emergency numbers where both youth and parents can be reached are essential. The intention of the meetings is to:

1. Clarify the purpose and goals of the mission experience.
2. Explain the mission project and location, especially local customs, cultures, and attitudes.
3. Discuss the trip details, including important points such as financial matters, needed vaccinations, passport/visa applications (if relevant).
4. Give the general rules for the overall experience, such as abstention from use of substances, behavioral expectations, appropriate clothing, and guidelines for music use.
5. Review the checklist of items each person should bring.
6. Provide a written itinerary with contact phone numbers.
7. Review all forms that are needed and specify when they must be returned.
8. Provide suggested reading material about the destination for both parents and youth.
9. Be clear about luggage limits. Encourage traveling light.
10. Review the expected daily schedule.
11. Emphasize any precautions needed regarding food and water at the destination.
12. Help the parents realize that daily communication may not be possible. Perhaps a phone circle could be organized so that only one young person calls per day, and that person's parent passes the news to the other parents.
13. Mutually decide on the amount of a nonrefundable deposit and/or a monthly payment to keep the commitment fresh.
14. Discuss fundraising ideas that individuals or groups can use, such as: buying miles, buying shares, youth service days, "____-a-thons," entertainment, special dinners, or collections (cans, rummage sales, auctions, flea markets).
15. Spell out the consequences of unacceptable behavior to youth and their parents.
16. If minors are traveling outside the US unaccompanied by their parents, they must have notarized signatures of permission from both parents.
17. Replacing lost passports and/or airline tickets is time-consuming and costly. Develop a plan for security for all valuables and be sure to have multiple copies of all paperwork. At least one copy should be left with responsible adults "at home."

Many youth teams save money by spending the night in churches en route to their project. Make arrangements well in advance. Tell the host your approximate times of arrival and departure and the number in your group. Plan to leave the church as you found it. Get permission before using the church kitchen. You may wish to make a donation toward the cost of lights, water, and air conditioning. Most churches do not request this donation, but some do. The team leader or designated person should write a thank-you letter to each church where the group stays. If the team stays in a motel, ask in advance about group rates and the maximum number allowed per room. Motels that serve a continental breakfast may save you time and money.

It is very important to get the total congregation involved and make them feel that, in a sense, the whole church is part of the mission experience. On the Sunday before the trip, it is good to have a dedication service for the group during the worship service. This involves the congregation in prayer support for the team. It is also very important, upon their return, to have the youth report on their experience in a morning worship.

SUPERVISION AND CARE OF YOUTH DURING UMVIM EVENTS

UMVIM team leaders are to ensure that all team members understand and agree to abide by the conference/jurisdictional policies. The following are suggested guidelines. Please refer to your conference or jurisdictional office for specific policies.

1. **Two-Adult Rule.** During all UMVIM events, one adult will not be alone with a youth or group of youth during the mission. For small group activities where one adult supervises one group, two or more groups should meet within sight and hearing of each other.
2. **Four-Years Older Rule.** This rule will apply at all events. Adults supervising youth on an UMVIM team will be at least four years older than the oldest youth on the team. When college-age persons are participating in a mission with youth, they will be paired with another adult when they are with youth.
3. Adults and youth will not share motel/hotel rooms unless the adult is a parent of the youth. Use of dorm rooms with a combination of youth and adults is acceptable when everyone sharing the room is of the same gender.
4. There will be separate sleeping areas for males and females for all UMVIM teams in which youth are team members.
5. When needed, separate shower times for youth and adults will be designated to prevent adults and youth from showering together (e.g., in facilities such as the YMCA with open shower areas).
6. The adult/youth ratio on UMVIM teams will be at least 1-to-5 for senior high school youth and at least 1-to-3 for junior high school youth.
7. When an UMVIM team has both male and female youth members, there must be both male and female adults accompanying the youth on the team.
8. There will be at least two adults at each worksite on missions.
9. All youth must have a completed medical release form and a completed parental permission form.
10. No youth UMVIM team member will be allowed to be alone with an adult from the host mission during the mission. This includes host pastors, congregation members, homeowners, clients of mission agencies, etc. Likewise, an adult UMVIM team member is not to be alone with a youth from the host mission.
11. For all UMVIM teams, the team leader will secure supplemental accident insurance for each team member. Forms are available at the UMVIM offices.
12. All team leaders of UMVIM teams must be certified through the conference or church certification process. This includes background checks, references, and an application. Non-certified adults will not be alone with a youth or group of youth during the mission. At least one certified adult is to be present with youth at all times.
13. Written parent/guardian authorization can override the above-listed rules. For example, a parent/guardian can give permission for a certain youth to ride a specified distance with a specified adult when traveling with an UMVIM mission. If there is more than one parent/guardian, all signatures are required.

ADDRESSING CONCERNS FOR YOUTH AND MISSION

A Sample Letter

Hello! My name is Rebecca and I am a member of the youth group at First United Methodist Church. We are scheduled to go to Mexico and build a church in June. However, my parents are a little wary about the fact that I am leaving the country during this time of international conflict (which I can understand). They also do not like the forms and funeral arrangements. I really want to attend this trip with my youth director and friend; I also think it would be a great experience for me (mentally and

spiritually). My youth director said he attended a mission trip to Mexico and came back changed. I truly desire to experience that feeling that he had. Could you, by any chance, write me back with clear, hard facts (also convincing) for reasons why I should attend this trip? I know why I should go to Mexico, and I have told my parents these reasons, but it seems that it's not getting through to them. I would really appreciate it if you could do this for me. Thank you very much! God bless! —Becca

Rebecca:

Thanks for contacting me with your and your parents' concerns. I hope I can help with the considerations you and your parents are making together. First of all, I am sure you understand that their concerns are due to their great love for you. I think your determination to investigate "all the angles" and to reach your goal is testimony to the example set for you by your parents. Now let me see if I can address some of the concerns you mentioned.

Passport. I suggest that you have a valid passport. It is currently legal for US citizens to cross the Mexican/US border with a valid driver's license and certified birth certificate. A passport, though, is a more formal and respected identification should there be concerns at the border. Even though there is some expense involved in getting a passport, possession of a passport may make things go smoother under any circumstances at border crossings. You might remember that the border was closed for about 24 hours after 9/11. There may be concerns for your team if some terrorism activity (like 9/11) occurs in the US while your team is in Mexico. While we do not expect such a thing to occur, as your parents point out, we are at war and our present situation is not as predictable as before. Should your group be delayed in Mexico, know that your safety, housing, and sustenance will be provided, and that your host and team leader will be in contact with our office.

Safety at the mission site. UMMVIM requires that team leaders be "Safe Sanctuaries" certified by this conference, and we expect them to abide by the Safe Sanctuaries guidelines. Safe Sanctuaries guidelines require that adults accompany youth at all times and that no one person, youth or adult, separate from the group (the same precautions we recommend in the USA). We work with the mission hosts in Mexico to address safety concerns. The mission hosts are involved daily in the team's activities and are deeply concerned for the safety of the team members. For example, if the hosts feel it is safe for the team members to take an evening stroll in the neighborhood, team members may find the activity of cultural interest. Again, we emphasize the importance of this being a group activity with adult supervision for those who choose to go.

The legal documents. While UMMVIM works with our hosts to make the mission as safe as possible, each volunteer must understand that risks are involved in mission. Daily life always presents a possibility that a person might be injured or killed in our hometowns, as well as during travel. To say that death or injury is impossible is naïve. We endure and live with threats such as car accidents and illness even near our homes. The medical and emergency forms will give your team leader the information needed to inform medical caregivers should you require medical attention for illness or injury.

In the unlikely event that a death should occur, the Death Notification form contains information to assist in the process of returning one's remains to one's family. It gives your team leader the ability to act on behalf of your parents at a time that would be most difficult for them. While a death would be a painful situation here in the US, the crossing of an international border adds other complications. The information on the form eases this transition and may make the process less expensive. Filling out the form may remind us that life has risks. Each person and his/her parents must consider the risks before going on the mission. You will need to discuss with your team leader the risks involved with your mission.

How does a mission change your life? How does church change your life? Or attendance at a youth retreat? On a mission, you have a greater chance to work alongside God's Holy Spirit, a chance to be the Body of Christ as you work with your friends and meet new friends in another setting. Mission takes you beyond the insulations you live in each day. Volunteers In Mission are people of faith who are called to make a difference in all our relationships, including our international relationships. You may begin to see the world, the church, and others with different eyes. Perhaps you will return to the US to look at your personal world, your dependence upon God, family, friends, and things, in different ways. Think of it as a chance to make a personal five-day journey in the company of the very God who made you! A chance to ask "why" in some instances, "how" in others, and the opportunity to say "yes" to a different set of challenges and callings, all in the presence of the One who not only issues the calling, but who supplies your every asset to succeed in that calling. In many ways, I cannot answer the question of how you will change. The outcome is different for each person who goes on mission. We choose simply to trust in God's wisdom for our lives.

UMVIM holds that each mission has a "purpose" and a "task." UMVIM's purpose is "To share the love of Jesus Christ in ways that will make a Christian difference." The task may be to build a house or church building, and that is important. The team will strive to do this task well, while team members learn new skills. But the purpose gives us the hope and prayer that the work together will produce teamwork, sharing, and growth. We pray that, with God at your side, you will find faith in your abilities, hope for persons you meet in the host community, and love for your neighbor wherever you go.

Please feel free to call me. I will keep you and your parents in my prayers as you work together in this decision.

Your Conference/Jurisdictional UMVIM Coordinator

FORMS FOR TEAM LEADERS

SUGGESTIONS FOR USING THESE FORMS

The following forms are intended as aids to ensure a safe and meaningful mission trip. The mission trip team leader will not share this information except as required and related to the mission trip (e.g., to treat a medical condition).

1. Team leaders are requested to read the letter from Paul J. Bankes, Jr. (of Whiteman, Bankes and Chebot), an attorney who has reviewed the legal documents. Please consider carefully the advice given in this letter as you recruit and train the members of your UVMIM team.
2. The following Team Member forms are considered mandatory:
 - a. Mission Policy Agreement
 - b. Medical and Liability Form
 - c. Notification of Death Release Form
 - d. Accident Insurance Application
 - e. Parental Consent (youth)
 - f. Power of Attorney (youth)
3. A blank space is provided at the top of many forms for you to insert your preferred letterhead.
4. Feel free to adapt any of the forms to suit your own needs, with the exception of the forms requiring notarization. Any changes to notarized forms should be made in consultation with an attorney to ensure that legal requirements are met.
5. The latest version of some forms may be online at UVMIM, jurisdiction, or conference websites.

GUIDELINES FOR SPECIFIC FORMS

Volunteer Data Form: For the use of team members who wish to be included in the volunteer database of the General Board of Global Ministries. If an annual conference has its own data form, it may be substituted. The Mission Volunteers Office of GBGM would appreciate having a copy of each volunteer's data form, even if the conference form does not contain exactly the same data.

Team leaders who use information from any form (other than the Volunteer Data Form noted above) for inclusion in the GBGM volunteer database must include the following paragraph on that form:

By my signature below, I consent to the recording and use of the personal data I am providing for the Mission Volunteers Database (MVDB), utilized by designated, password-authorized persons in the GBGM, the United Methodist Committee on Relief (UMCOR), United Methodist Volunteers In Mission (UMVIM), and Mission Volunteers programs. A voluntary service, the MVDB provides information for volunteer recruitment, placement, and communication, as well as insurance and statistical record-keeping. I may obtain a copy of and/or request the deletion of my data by sending the GBGM a signed letter of request. After seven (7) years of no data activity, my personal data may be deleted. I release the GBGM and all MVDB-authorized users from all legal responsibility for the use of my personal data unless they have recklessly misused the information. For complete details regarding MVDB policies, please consult: <<http://gbgm-umc.org/vim/mvdb/policy.htm>>.

Mission Policy Agreement: The team leader can send a participant home if the participant does not comply with this agreement.

Record of Donated Assets: The receiving organization must be a 501 (c) (3) charity. The authorized agent is a representative of the receiving charity, often not the mission trip team leader.

Trip Cancellation Insurance: Covers the cost of travel if a team member cannot participate due to personal circumstances or unstable political/economic situations both in the US and abroad. Travel insurance can cover airline default, acts of terrorism, and a long list of other cancellations and losses. Allow 5-7% of trip cost for this insurance. Contact your conference or jurisdictional UMVIM Coordinator for details.

GBGM Accident Insurance: GBGM insurance covers accident/injury for mission volunteers only. Medical coverage for illness needs to be supplied by the person's own personal health insurance. This is the same for any team: medical, construction, VBS, etc. If personal health insurance does not cover areas outside the US, medical insurance can be purchased for the trip. Contact your conference or jurisdictional UMVIM Coordinator for details.

This accident insurance should cover from the day you leave to the day you return, including sight-seeing extensions. Different team members can cover different time frames. Applications for all team members should be mailed together with one check to GBGM. A cover sheet should be attached with the applications stating: a) the team leader's or coordinator's name, mailing address, phone numbers, and e-mail address; b) the destination; c) the name of the UMVIM project; and d) the number of persons for each distinct set of dates of coverage (i.e., having the same dates of departure and return, since the letter of insurance coverage is drawn up according to the number of persons with the same dates of coverage).

The most current UMVIM accident insurance application can be printed from the GBGM website by going to <<http://gbgm-umc.org/vim/insuform.htm>>.

LETTER FROM GBGM ATTORNEY

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**MEMBER OF THE NJ AND PA BARS

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March 23, 2000

Jeanie Blankenbaker
General Board of Global Ministries

Re: United Methodist Volunteers In Mission Program

Dear Ms. Blankenbaker:

We have reviewed the various documents related to the United Methodist Volunteers In Mission Program, including a Liability Release Form, a Parental Consent Form, a Medical Release Form and a Notification of Death Form. It is very important to the interests of the General Board of Global Ministries and the participants in the Volunteers In Mission Program that these forms be carefully and completely prepared before they are signed.

Group leaders should give careful attention to each participant's individual circumstances. These forms should not be treated as general forms to be signed without careful attention to the information that must be included in the forms in order to complete them properly.

GBGM believes that it has a moral obligation to be sure that all participants and, where appropriate, all parents truly understand the dangers which may be involved in a project before they consent to participate in that project. Accordingly, group leaders should make it a point to sit down with each participant and with the parent or guardian of each minor participant to discuss the specific risks involved in the particular project to which the participant is to be assigned. The group leader should also make a deliberate effort to understand any particular medical issue which may pose a specific risk to the participant. That risk should be disclosed in the appropriate places in the form in enough detail and with sufficient particularity that the participant and parents understand the full extent of the dangers associated with the program.

Very truly yours,

Paul J. Bankes, Jr.

PJB/jm

Team Leader

I prayerfully accept the role of team leader and will, with God's help, present myself as an ambassador for Christ to my team and our hosts.

I agree to hold training session(s) with all team members on cultural sensitivity, team building, spiritual growth, and other components that will ensure the team will be in partnership as co-workers with the host volunteers/community.

I agree to communicate frequently and promptly with our host contact in order to complete mutually agreed-upon preparations for our team prior to departure.

I agree to be a good steward of funds collected and disbursed to the project.

I agree that our team will participate in an on-site orientation with our host leader and/or others soon after arrival.

I agree to ensure that an evaluation will be held with the host/leaders prior to returning home, and to conduct follow-up written evaluations for the conference UMVIM Coordinator.

I agree to remain nonpartisan in differences of opinion occurring in the church that hosts our work.

I agree to work under the leadership of the host coordinator or designee.

Host Coordinator

I prayerfully accept the role of host leader and will, with God's help, present myself as an ambassador for Christ to my people and our guests.

I agree to provide orientation to our local volunteer hosts on cultural sensitivity, spiritual growth, division of responsibilities, and other components that will ensure our local volunteers (host community) will be in partnership as co-workers with the mission team.

I agree to communicate frequently and promptly with the team leader in order to complete mutually agreed-upon preparations for the mission team prior to its arrival.

I agree to be a good steward of funds collected for the project.

I agree to provide on-site orientation for the volunteer team soon after its arrival.

I agree to ensure that an evaluation will be held with the team leader and our local leaders prior to the departure of the team.

Team Leader

Host Coordinator

UMVIM TEAM LEADER APPLICATION

Name _____ Church of membership _____

Address _____ Phone _____ Fax _____

City _____ State _____ Zip _____

E-mail _____

Name and location of UMVIM project for which you are applying to be a team leader:

Dates you would like to lead a team _____

TRAINING / EXPERIENCE:

1. Team Leader Training: Date _____ Place _____

Date of Safe Sanctuaries Certification (if applicable): _____

Are you willing to submit to a background check? ____Yes ____No

2. List teams of which you have been team leader:

Date _____ Site _____ Country or US state _____

3. If you have not been a Volunteers In Mission team leader, please list Volunteers In Mission teams in which you have participated as a team member:

Date _____ Site _____ Country or US state _____

4. Other UMVIM activities or information:

The information in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give to UMVIM any information that they may have regarding my character and fitness for Volunteers In Mission work. I release all such references from liability for any damage that may result from furnishing such evaluations and I waive any right that I may have to inspect references provided on my behalf. Should my application be accepted, I agree to be bound by United Methodist Volunteers In Mission policies.

Applicant's signature _____ Date _____

The outreach committee of the church and/or the church pastor has approved this applicant as an UMVIM team leader.

Chair of outreach committee

Pastor's signature

Date

Thank you for applying to be a Volunteers In Mission team leader. Please have the reference forms filled out by your pastor, your mission chairperson, and one other person. Please send this form to your church outreach committee or your conference UMVIM as appropriate.

REFERENCE FORM FOR UMVIM TEAM LEADERS

(Name of applicant)

This person has applied to be a team leader for United Methodist Volunteers In Mission and has given your name as a reference. Please state frankly your opinion of the applicant's all-around fitness for Christian service as a United Methodist Volunteers In Mission team leader by answering the following questions and summary.

1. Please give any information regarding the applicant's background (family, education, experiences) that you feel might bear upon his/her suitability for this service.
2. Does the applicant show good judgment and possess the ability to make decisions and follow through on them?
3. To what extent does the applicant demonstrate leadership? Give examples.
4. What type of influence does the applicant exert? Does the applicant respond well to authority? Comment on the applicant's ability to cooperate and work with others.
5. Comment on the applicant's sensitivity to the needs, feelings, and attitudes of others.
6. Estimate the candidate's ability in his/her profession.
7. What is the applicant's attitude toward other cultural groups, races, and nationalities?
8. How does this person respond under pressure? Would you feel comfortable in another country with this person as team leader?
9. Have you had any reason whatsoever to lack confidence in this applicant?

SUMMARY: Please state frankly your opinion of the applicant's all-around fitness for Christian service as a United Methodist Volunteers In Mission team leader, adding significant information and impressions not brought out by the preceding questions.

Name _____

Address _____

Phone (s) _____

Signature _____ Date _____

Occupation _____

Association with applicant _____

(Pastor, co-worker, etc.)

Please mail this form to your church outreach committee or your conference UMVIM Coordinator as applicable.

BUILDING A BUDGET

(Per Person)

Airline tickets

Tourist card or visa (required in some countries) _____

Arrival and/or departure tax _____

In-country transportation

Sightseeing

Food

Lodging

Gifts

Conference or jurisdictional registration fees (if applicable) _____

Host country coordination fees (if applicable) _____

Fees for overweight or extra baggage _____

Insurance

Tips

Miscellaneous expenses (postage, publicity, phone, etc.) _____

Team first-aid kit

Film/processing

Local travel to and from airport _____

Interpreter fee (if applicable) _____

Total Cost of Trip \$ _____

**Amount from church budget or other sources
toward cost of project (construction, medical, etc.)** \$ _____

Grand Total \$ _____

Planning and Preparing for the Mission

PRE-PLANNING (ONE YEAR OR MORE BEFORE DEPARTURE)

- ☐ Gather everyone interested in organizing an UMVIM team. They may be from one local church, several churches, a district, or a conference. Select a convener and a recording secretary to take minutes.
- ☐ Decide what kind of mission team to organize. Will you include youth and adults? What kind of project is it: construction, medical, evangelistic, Bible School, a combination?
- ☐ Seek the endorsement of your local church administrative board, district office, and conference UMVIM Coordinator.
- ☐ Select a team leader.
- ☐ Select your location. Choose first, second, and third preferences. Contact the conference, jurisdictional, or GBGM Mission Volunteers Office for project lists.
- ☐ Decide whether you will raise money to pay the personal expenses of any team members. Volunteers pay their own expenses as a rule, but selective assistance can be useful.
- ☐ Appoint someone to lead fundraising activities. Select ways to raise money for the project.
- ☐ Choose a coordinator to handle all travel arrangements.
- ☐ Name a publicity coordinator to publicize the project. Decide how to inform and involve the local church(es), the district, and the conference in the project from beginning to end.
- ☐ Set a tentative date for the trip (to be confirmed with the host).
- ☐ Decide how to recruit team members.
- ☐ Write to the contact persons for more information about projects that interest you, or work with your UMVIM Coordinator to make these contacts.
- ☐ Narrow the field of project choices.
- ☐ Make final decisions about your project (type, location, cost, etc.). If possible, send the team leader for an on-site inspection. Keep your conference and jurisdictional UMVIM Coordinators informed. Follow normal procedures in your jurisdiction. Let your coordinators know if you will accept team members from outside your own area (who may call coordinators to find a suitable project for themselves).
- ☐ Set a goal for the amount of money you will raise to pay for project materials and supplies (not personal expenses of the team).
- ☐ Check on insurance coverage provided by your local church or conference. Strongly consider the accident/accidental death and emergency evacuation insurance provided by the General Board of Global Ministries or by your jurisdictional UMVIM office.

INTERNATIONAL PROJECTS ONLY

- ☐ Contact a travel agent. Find out if you will need passports and/or visas.
- ☐ Check the Centers for Disease Control (CDC) website, <<http://www.cdc.gov/travel/index.htm>> regarding required/recommended inoculations.
- ☐ Contact the UMVIM Coordinator in the country you will visit. Ask about any credentials and documents you will need to send in advance. (Medical teams need clearance from the local government to practice medicine.)
- ☐ Research customs regulations, especially about supplies you will bring.
- ☐ Decide how to handle your money. If your project is an Advance Special, your local church may route your money through the General Board of Global Ministries. If your project is not an Advance Special, you could possibly get an Advance Special number assigned to it. Contact your UMVIM Coordinator about this.

PLANNING (9-12 MONTHS BEFORE DEPARTURE)

Select Project and Team Activities

- ☐ Contact project hosts. Making arrangements may take several contacts and several months.
 - ☐ Receive formal letter of invitation.
 - ☐ Determine type of project and cost of supplies (see project profile).
 - ☐ Determine maximum number of team members the host can accommodate.
 - ☐ Make team arrangements for:
 - ☐ housing
 - ☐ meals (prepared by host or team)
 - ☐ transportation.
- ☐ Complete Covenant for Mission Partnership.
- ☐ Determine need for interpreter.
- ☐ Arrange for team orientation by host.
- ☐ Confirm joint worship opportunities with host.
- ☐ Arrange for sightseeing.
- ☐ Establish best form of communication with host (phone, fax, e-mail), keeping in mind costs for host.
- ☐ Have a clear understanding of host's expectations.
- ☐ Discuss and agree upon transmittal of project funds (means, timing, accountability).
- ☐ Research cultural information.

Make Travel Arrangements

- ☐ Transportation details and tentative airline schedule and reservations confirmed in writing.
- ☐ Non-personal luggage transportation details.
- ☐ Lodging/meals while traveling to site.
- ☐ Travel agent information: _____ .

Gather Health and Safety Information

- ☐ Emergency numbers:
 - ☐ Medical facilities
 - ☐ US Embassy
 - ☐ UMVIM office (conference, jurisdictional).
- ☐ First-aid kit needs.
- ☐ Appropriate immunizations/medications needed.
- ☐ Worksite safety precautions.
- ☐ Other health, safety, and security precautions.

Develop Timeline

- ☐ Departure and return dates.
- ☐ Deadline for forms and money to be turned in to team leader (set deadline 2-3 weeks ahead of real need).
- ☐ Deadline for team leader to turn in money to appropriate treasurer (church, conference), travel agent, project host, etc.
- ☐ Dates for team orientation and training.
- ☐ Date for UMVIM team's Sending Forth Service.
- ☐ Possible dates for UMVIM team reunion.

Prepare Budget

- ☐ See “Budgeting” under the Basic Training Manual for Team Leaders section for suggested budget items.
- ☐ Take a receipt book for the trip.

Recruit and Select Team (See “Recruiting Team Members” in the Basic Training Manual for Team Leaders section.)

- ☐ Include interpreter(s) if needed.
- ☐ Consider offering scholarships.
- ☐ Keep size of team to host's request (10-14 is generally acceptable).
- ☐ Confirm receipt of applications.
- ☐ Distribute forms to team members and discuss team member application; covenant; liability release; insurance; medical information and release; emergency contact; notification of death; parental permission for minors; and any others required by conference or jurisdictional UMVIM. (Consider making a spreadsheet to track receipt of inputs.)
- ☐ Announce deadlines for turning in money.

TEAM LEADER PREPARATION (3-6 MONTHS BEFORE DEPARTURE)

Determine Travel Essentials

- ☐ Obtain passports, visas, and work permits where needed.
- ☐ Collect money for airfares and purchase tickets.
- ☐ Send list of team members to travel agent (with names as they appear on passports).
- ☐ Verify professional credentials for serving in host country (health care volunteers).
- ☐ Know information about medical system in country of travel.
- ☐ Have evacuation plans in case of severe weather, social upheaval, medical emergency, etc.

Team Training Preparations

- ☐ Schedule orientation and training (meetings, conference calls, mail, video sessions).
- ☐ Prepare or assign devotionals for orientation and training sessions.
- ☐ Prepare training packet with mission information:
 - ☐ Purpose of UMVIM.
 - ☐ Project information (place, personnel, work to be done, weather, housing, food, etc.).
 - ☐ Mission Policy Agreement and other forms.
 - ☐ Tentative itinerary for the mission (daily schedule of travel, work, worship, and recreation).
 - ☐ Accident/medical insurance information for team members, optional travel health insurance.
 - ☐ List of team member responsibilities to the team and hosts, sign-up lists (devotions, work assignments, etc.).
 - ☐ Emergency and contact numbers.
 - ☐ Packing lists. (See “Team Member Packing List” under Forms for Team Members.)
 - ☐ Health and safety information. Be certain to stress any dangers and possible problems or concerns that might arise so that team members fully understand them prior to going. This is critical for you as team leader.
 - ☐ Currency information.
 - ☐ Cultural information.
 - ☐ Sightseeing information.
 - ☐ Deadlines for payments and forms to be turned in to the team leader.
 - ☐ Team assignments, job descriptions. (See “Suggested Team Member Assignments” in the Appendix of this manual.)

- ☐ Plan team-building exercises for training session. (See “Icebreakers” in the Appendix of this manual.)
- ☐ Plan UVMIM team Sending Forth Service.

PREPARING THE TEAM (1-2 MONTHS BEFORE DEPARTURE)

Hold Team Orientation and Training Meetings

- ☐ See “Team Orientation and Training” and related materials in the Basic Training Manual for Team Leaders section.
- ☐ Have team members choose work assignments (or delegate assignments based on knowledge of their skills).

Collect Documents and Money from Team Members

- ☐ Collect forms from team members. Consider having a notary attend the meeting to complete forms.
- ☐ Check forms for signature, witness, and notarization as indicated.
- ☐ Collect copies of picture pages of each passport for international teams.
- ☐ Collect any remaining money due from team members.

Follow-Up

- ☐ Have medical information forms checked by team medic and precautions discussed with individual team members.
- ☐ Send forms to appropriate UVMIM office (conference and/or jurisdiction).
- ☐ Send team roster to conference and/or jurisdiction UVMIM Coordinator.
- ☐ Receive devotions sign-up list from spiritual guide.

Verify All Arrangements

- ☐ Travel.
- ☐ Lodging.
- ☐ Food and drinking water.
- ☐ Ground transportation.
- ☐ On-site work information (tools or supplies to bring from home, or money needed to purchase them).
- ☐ Daily schedule.
- ☐ Receipts for monies spent (request receipts and carry a receipt book if needed).
- ☐ Advance Special number for the project (so that team members can continue to support the project financially).
- ☐ Ordering of needed supplies (medical, Bible School, etc.).
- ☐ Team roster sent to US Embassy in host country, including passport numbers (see <<http://www.tyzo.com/planning/embassies.html>> for locations of embassies).
- ☐ Team roster sent to US Representative, including passport numbers.
- ☐ Recorded health needs of team members and persons to contact in case of emergency.

Involve Sending/Sponsoring Congregation in the Mission

- ☐ Educate congregation(s) about the mission project.
- ☐ Ask for prayerful support of the team during the mission.
- ☐ Raise funds.
- ☐ Prepare to share the story after the team returns.

FINALIZING MISSION PLANS (2-3 WEEKS BEFORE DEPARTURE)

- ☐ Reconfirm airline reservations.
- ☐ Notify travel agent immediately if there is a cancellation.
- ☐ Check tickets for correct names, times, points of departure and arrival.
- ☐ Verify insurance coverage. (*See “Accident Insurance Application” in the Forms for Team Members section of this manual.*)
- ☐ Look into passports, visas, immigration, and customs requirements.
- ☐ Confirm plans with host contact.
 - ☐ Make travel and meeting arrangements with host.
 - ☐ Verify work project and housing details (money sent or brought with team for project supplies, food, lodging).
 - ☐ Make currency-exchange plans.
 - ☐ Obtain or verify phone numbers of local contacts, officials, etc. Give copies to team members and conference UMWIM Coordinator.
 - ☐ Ask what amount is customary when tipping luggage handlers, waiters, etc.
- ☐ Have a Sending Forth Service for the team.

TRAVEL TO PROJECT LOCATION (PRE-DEPARTURE AND DEPARTURE DAY)

- ☐ On pre-departure day, pack donations. (*See “Luggage” in Basic Training for Team Leaders for special packing suggestions.*)
- ☐ On departure day, meet at a church or other appointed meeting place early enough to load luggage and boxes, say goodbye, take pictures, get last-minute instructions, and ask God’s blessing on the mission.
- ☐ Team leader will carry documentation for the team members such as emergency numbers, medical, insurance and death forms, parental permission forms.
- ☐ Travel with the team.
- ☐ Participate in on-site orientation as previously arranged with the host.
- ☐ Confirm all arrangements with the host and keep track of finances.
- ☐ Lead the team at the worksite.
- ☐ Build Christian community with the team.
- ☐ Invite assessment and celebration of the mission with the host.
- ☐ Have the team assess the mission.

UPON ARRIVAL

- ☐ Have nametags with only first names.
- ☐ Spend a few minutes with the introductions and exchange of greetings.
- ☐ Take time, if the location allows, for a brief prayer/devotional with the hosts and the team.
- ☐ Confirm arrangements for lodging.
- ☐ Confirm plans for meals/drinking water.
- ☐ Clarify transportation arrangements and time schedules.
- ☐ Review the covenant with the local coordinator and clarify any area that is not clear.
- ☐ Have on-site orientation by the host team. (*See the Appendix in this manual for “Guidelines for Hosting Volunteers In Mission.”*)

DURING THE MISSION

- ☐ Daily devotions and sharing times.
- ☐ Daily reports on the project.

CONCLUDING THE MISSION

- ☐ Consider having a farewell meal and a worship/communion service near the end of the mission.
- ☐ Invite the host to assess and celebrate the mission.

AFTER YOUR RETURN (2-3 WEEKS AFTER RETURNING)

- ☐ Send letters of appreciation to team and to hosts (include some photographs for hosts).
- ☐ Hold debriefing and evaluation meeting. Include time for sharing journals, photos, videos.
- ☐ Complete plans for your presentation to your congregation(s), district, etc.
- ☐ Assemble items you will need for keeping permanent records of your mission trip.
- ☐ Arrange for publicity about the trip through local newspapers, church publications, TV, radio, websites.
- ☐ Send final reports to appropriate UMVIM Coordinator.
- ☐ Suggest readings and resources for dealing with reactions to Third World cultures and problems.

TEAM LEADER EVALUATION / PROJECT REPORT

Please complete this report concerning your recent mission team. Your frank evaluation and comments will be helpful in making this ministry more effective. This should be submitted to your UMMVIM Coordinator immediately after the group has returned home.

Number of team members _____

Number of churches represented _____

Sponsor (church, conference, etc.) _____

Name and location of project _____

Host contact person

Name _____

Address _____

Phone _____

Fax _____

E-mail _____

US contact person (team leader)

Name _____

Address _____

Phone _____

Fax _____

E-mail _____

Objectives of the mission _____

Method used for orientation/training _____

On-site orientation _____

Summary of work done/current status of project _____

Tools on site _____

Other tools needed _____

Financial concerns _____

Type of housing _____

Cost per day per person \$ _____

Meals prepared by _____

Cost per day per person \$ _____

Transportation _____

Cost \$ _____

Coordination fee \$ _____

Translator provided? _____ Cost \$ _____

Evaluation of housing, meals, local transportation _____

Plans for interpretation and debriefing _____

On the back of this form, please share with us any comments about the mission, team, or project that would be useful. Feel free to attach an additional sheet of paper if you need extra space.

HOST EVALUATION

(May be completed in an on-site meeting with team leader)

RETURN TO TEAM LEADER OR THE APPROPRIATE CONFERENCE OR JURISDICTIONAL UMVIM COORDINATOR

Host _____ Team leader _____

Location of project _____

Date of mission team visit _____ Date of report _____

What were your goals for the mission? Did the team know, accept, and work toward these goals? Please explain.

Was the team adequately prepared for the mission? Explain.

Was the quality of work satisfactory? If no, please explain.

What are some of the significant experiences you most appreciated while hosting the team?

Describe the working relationship between the UMVIM team and the host team.

Was there good coordination with the team leader? If not, where did it break down?

Were all financial responsibilities concluded or resolved? Was a written financial report given to the team leader?

What changes and/or improvements would you offer to facilitate future team projects?

Additional comments:

QUESTIONNAIRE – MISSION CONTEXTS AND RELATIONSHIPS

Suggested Questions for UMVIM Team Leaders to Raise/Use in Conversations with Partner Church Leaders

I am very interested in learning more about the work of your church here in _____. I would greatly appreciate your answers to a few questions that will give me a better understanding of you and your work.

1. How did you come to be involved in this mission/ministry/program/project? ☐ As an individual ☐ As a church

Why do you think it is important to do this?

What difference will it make if you don't do this work?

2. What do you believe are the main mission issues/needs in your conference? In your country? In what order of priority or importance do you place these issues/needs?

3. How has The United Methodist Church/General Board of Global Ministries been involved with you in the past and present?

4. What have we done well together in partnership?

5. How can we be better partners with you in the future?

6. Is there anything I have not asked that you would like to share about your church or our relationship?

Thank you very much for sharing with me. If there is more that comes to mind later, please feel free to get in touch with me.

Please send correspondence to: Mission Volunteers
475 Riverside Drive, Room 330
New York, NY 10115
Fax: 212-870-3624

PRESS RELEASE FORMAT

Sharing the Mission Experience with Others

Following a mission experience, a press release can be sent to conference and local newspapers for publication, using the format below. (See “Writing Tips” in the Appendix of this manual.)

DATE:

TO: *(Name of publication and address)*

FROM: *(Your name/address/phone/e-mail)*

***** FOR IMMEDIATE PRESS RELEASE *****

Title:

(Although the editor may change what you write, it helps to have a title.)

Begin your article here, double-spacing the lines. Use short, easy-to-read sentences. Three to four paragraphs are generally accepted. Give enough information; the editor can cut it down to size if necessary.

Be sure your first paragraph tells briefly who, what, when, where, why, and how. Then elaborate in the remaining paragraphs.

After the article, add:

“Photo(s) Included”

(Write a one-line caption of each, including names if necessary. See “Photography Tips” in the Appendix of this manual.)

MISSION TRIP REPORT



UNITED METHODIST VOLUNTEERS IN MISSION

Every year, the conference Volunteers In Mission Coordinators provide information about the mission teams for that year to the jurisdiction offices, which compile reports for the General Board of Global Ministries. This information then becomes a measure of the scope of mission volunteering in The United Methodist Church. If your church or district or other entity had a work trip this year, please send the report form to the address below the form. It is important for us to do our best to provide complete and accurate information on file for the use of the GBGM, so please report youth trips as well as adult trips. Your assistance with this is greatly appreciated!

Team Sponsor: District _____ or Church _____ or Other _____

Project Location: Country _____ or US State _____

Dates: Begin _____ End _____

Number of Work Days (excluding travel, sightseeing, worship, etc.) _____

Team Primarily for (check one): Youth _____ Adults _____ Intergenerational _____

Number of Team Members: Youth _____ Adults _____

Project Type (check all that apply):

Construction _____ Medical _____ Evangelism _____ Education _____ Other _____

Monetary Contributions to Project (supplies, materials, meds.) US Dollars: \$ _____

Value of In-Kind Contributions to Project (supplies, tools, materials, meds., etc.) US Dollars:

Construction _____ Medical _____ Evangelism _____ Education _____ Other _____

Team Expenses: transportation, meals, lodging, interpreter, insurance, etc. \$ _____

Team Leader:

Name _____ Address _____ City _____ State _____ Zip _____

Thank you for serving as a team leader and completing this form. Please send it to your conference UMVIM Coordinator.

F ORMS FOR TEAM MEMBERS

SAMPLE APPLICATION

The mission trip team leader will not share this information except as required and related to the mission trip (e.g., to treat a medical condition).

NAME & LOCATION OF PROJECT: _____

PROJECT DATES: _____ **COST: \$** _____ **DEPOSIT: \$** _____

Name: _____ Home Phone: _____

Mailing Address: _____ Work Phone: _____

City, State, Zip: _____ Cell Phone: _____

Age: _____ Sex: _____ E-mail Address: _____

Passport Number: _____ Date of Issue: ____/____/____ Place of Issue: _____

Occupation: _____ Hobbies/Interests: _____

Languages: _____

Construction/Health Care Specialties: _____

Mission Experience & Locations: _____

Name of Church: _____ Pastor: _____

Church Address: _____ Pastor's Phone: _____

Date of Safe Sanctuaries Certification (if applicable): _____ T-Shirt Size: _____

Above individual cost includes: _____

It does NOT include: _____

The deposit holds your place and is refundable until: _____

1. Why do you wish to participate? (Please use separate page.)

2. Have you traveled to a developing country? _____ Which one(s)? _____

3. Please indicate your state of physical and emotional health (the project and trip will include rigorous activity and the hours may be long). Is there anything the team leader(s) should know regarding your health (allergies, diet, etc.)? _____

4. Team members may be asked during a church service to give a two-to-three-minute testimonial before or after the project. Would you be comfortable doing this? _____

5. Please circle all applicable skills below and explain in detail where appropriate. Team assignments will be made based on this information.

• Building/carpentry/masonry skills: Fair Good Excellent Professional Other: _____

• Health care: Physician Nurse Dentist First-aid training CPR training Other: _____

• Teaching health care (be specific) _____ Other: _____

• Working with youth: Recreation Storytelling Art Singing Crafts Other: _____

- Singing skills: Solo Small groups Total group only Instruments: _____
- Preaching Devotionals Leading in prayer-related skills: _____
- Photography (explain): _____
- Keeping and publishing a team trip journal (explain): _____
- Giving post-trip talks and slide presentations (elaborate): _____
- Other skills and abilities that will contribute to the team experience: _____

I understand that team members must be cheerful, cooperative, flexible, and patient. I agree to cooperate with the team leader(s) concerning our life together, including daily assignments, food, lodging, and transportation and any other activities involving the team as a whole. I agree to stay with the team from the beginning to the end of the trip (except as excused by the team leader), to abstain from the use of alcohol and tobacco while on the mission trip, and generally to behave in a Christian manner.

Applicant's Signature

Date

TO BE COMPLETED BY THE APPLICANT'S PASTOR:

I believe that the above applicant is a dedicated Christian, a team player, and a friendly, flexible person who will make a valuable contribution to this mission team. I am / am not personally acquainted with the applicant and recommend her/him for volunteer mission service. You may contact me for additional information if needed.

Pastor's Signature

Date

Return completed application with deposit to the project organizer or team leader.

MISSION POLICY AGREEMENT

UNITED METHODIST VOLUNTEERS IN MISSION

I realize that the following commitment is crucial to the effectiveness, quality, and positive expression of our mission together. As a participating member of the United Methodist Volunteers In Mission team, I agree to:

1. Lift up Jesus Christ with my thoughts, words, and actions.*
2. Develop and maintain a servant attitude toward the people our team serves, as well as toward each team member.
3. Pray for and support my team leader and his/her decisions.
4. Respect the host's religious views, realizing that different people have different expressions of faith.
5. Accept the ministry that is going on in the area where I am serving as well as the local approach to the mission, though it may differ from my own approach.
6. Strive for harmony among team members, hosts, and people of the hosts' society, keeping in mind local conditions and customs. To do this, I will follow the teachings of Christianity, the Golden Rule, and local societal customs and laws; avoid local taboos; use common sense and good judgment in all things; be considerate, tolerant, and patient with other customs, beliefs, and needs; and generally set a good Christian example.
7. **Abstain from using alcohol, tobacco, illegal drugs, and profanity; wearing inappropriate clothing; and engaging in other objectionable behavior, from the time of my departure until my return home.**
8. Refrain from negativism and complaining. Travel and ministry outside my church may present unexpected and even undesired circumstances. However, my support and creativity will improve the situation.
9. Refrain from gossip. If it is not true, good, and positive, I will not say it.
10. Remember that I am a servant of Jesus Christ called to be in ministry with the host team. I will serve as best I can so that both the spiritual purpose and the task of the mission will be accomplished.

* Volunteers who desire to serve in an emergency or chronic disaster setting are asked to show their faith and love by what they do, not by what they say. It is important to be extremely sensitive to the mission context. Proselytizing, converting others to United Methodism, preaching, and praying publicly are inappropriate.

Signature

Date

MEDICAL AND LIABILITY RELEASE FORM

I, _____, authorize _____,
(UMVIM participant) (another adult on the trip)

if I am unable to do so, to consent to any necessary examination, anesthetic, medical diagnosis, surgery, treatment, and/or hospital care rendered to me under the general or special supervision and on the advice of any physician or surgeon licensed to practice medicine by the state in which he/she practices, during the duration of the trip identified below.

UMVIM Project _____ Dates _____

Home Physician _____ Phone () _____

Medical Insurance Provider _____ Phone () _____

Policy Number _____ Group Number _____

Allergies _____

Medications _____

Person in USA to contact in the event of an emergency:

Name _____ Relationship _____

Address _____ Phone () _____

Blood Type _____ Do you have Diabetes? ____Yes ____No Seizures? ____Yes ____No

Physical Limitations _____

Other Medical Information _____

LIABILITY RELEASE

The undersigned releases and agrees to hold harmless the General Board of Global Ministries of The United Methodist Church, the UMVIM Board of the _____ Jurisdiction of The United Methodist Church, the _____ Annual Conference, and any related agency, conference, district, local church, member, employee, or agent, from any liability, injury, damages, loss, accidents, delay, or irregularity related to the undersigned individual's planned participation or involvement in the above-named UMVIM Project. The undersigned has been advised and understands that the project may involve unusual risks to participants. Those risks may involve, among others, the following: dangers resulting from disease; from civil warfare or insurrection of the kind that we have seen in recent years in Somalia, Bosnia, Liberia; from post-warfare hazards such as landmines; from geographic features such as high altitudes, which may have a deleterious effect on persons with heart conditions or respiratory diseases; from extreme heat and humidity with no air conditioning available, or from extreme cold with no central heating. The foregoing is not an exhaustive list of dangers that may arise but is illustrative of some types of dangers that may be faced. This release covers all rights and actions of every kind, nature, and description, which the undersigned ever had, now has, or but for this release, may have. This release binds the undersigned and his/her heirs, representatives, and assignees.

Participant's Signature _____

Notarization of Liability, Medical, and Information Release Form

STATE OF _____ PARISH OR COUNTY OF _____

On this _____ day of _____, _____ (year), before me personally appeared _____

to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

Notary Public _____ Parish or County _____

State of _____ My Commission Expires _____



UNITED METHODIST VOLUNTEER IN MISSION (UMVIM) ACCIDENT INSURANCE APPLICATION

Please print legibly in black or blue ink, and sign the Release of Liability.
Couples must fill out separate forms. Reproduce this form as needed. (Revised 3/15/05)

____ Rev./ ____ Dr./ ____ Mr./ ____ Mrs./ ____ Ms. _____
First Name Middle Initial Last Name

Birth Date (month/day/year) ____/____/____ Member Church (name & city) _____

Home Address (including apartment #) or PO Box _____

City, State & Zip Code (+ 4-digit zip code, if known) _____

Home Telephone (____) _____ E-mail Address _____

Beneficiary: [☐] Estate/My Will [☐] Name _____ Relationship to You _____

Date of Departure (month/day/year) ____/____/____ Date of Return (month/day/year) ____/____/____

Sponsoring Organization (e.g., local church, conf.,) _____ UMVIM Project _____

Type of Team: Medical ____ Construction ____ Other (specify) _____

Destination (if in the US, city & state; if abroad, name of country) _____

Team Leader / Coordinator 1 _____ 2 _____

RELEASE OF LIABILITY (This must be signed BY APPLICANT for application to be valid and for applicant to receive insurance coverage.)

I understand that the General Board of Global Ministries of The United Methodist Church assumes no liability for any personal harm or illness, or for loss of or damage to any property, that may come to me while I am serving as a United Methodist Volunteer In Mission, and I, my heirs, personal representatives and assigns, hereby absolve the General Board of Global Ministries of The United Methodist Church and hold it harmless from any claim or demand which I, my heirs, personal representatives or assigns might conceivably assert for any such harm, illness, loss or damage. I intend to be legally bound by this statement.

Signed _____ Date ____/____/____
(If the volunteer is 21 years old or less, both the volunteer's and a parent's or guardian's signature are required.)

Witness by _____ Date ____/____/____

PRIVACY RIGHTS (These are legal statements, and you may wish to review them with an attorney.)

By my signature below, I consent to the recording and use of the personal data I am providing for the Mission Volunteers Database (MVDB), utilized by designated, password-authorized persons in GBGM, UM Committee on Relief (UMCOR), UM Volunteers In Mission (UMVIM), and MV programs. A voluntary service, the MVDB provides information for volunteer recruitment, placement, and communication, as well as insurance and statistical record-keeping. I may obtain a copy of and/or request the deletion of my data by contacting GBGM by signed request. After seven (7) years of no data activity, my personal data may be deleted. I release GBGM and all MVDB-authorized users from all legal responsibility for the use of my personal data unless they have recklessly misused the information. For complete details regarding MVDB policies, please consult <http://gbgm-umc.org/vim/mvdb/policy.htm>.

Signed _____ Date ____/____/____
(If the volunteer is 21 years old or less, both the volunteer's and a parent's or guardian's signature are required.)

NOTES: 1) This insurance policy is FOR US CITIZENS AND PERMANENT RESIDENTS ONLY who are participants in UMVIM projects which are either listed in the Jurisdictional & Mission Volunteers websites (see <http://gbgm-umc.org/vim/umvimmap.htm>), Advance Specials, or involve working with GBGM missionaries. 2) We try to accommodate applications up to the last minute, but please try to mail them 1 month before departure in 1 batch (not separately) and pay with 1 check (not separate checks). Check should accompany applications. 3) Attach cover sheet stating: a) team leader's or coordinator's name, address, phone, and e-mail; b) destination; c) names and number of persons per each distinct set of dates of coverage (i.e., having same dates of departure AND return), as letter of coverage is drawn up per number of persons with same dates. 4) Make check payable to: General Board of Global Ministries, at \$.75 per person per day, including days of departure and return (in subtracting departure from return date, add 1 to the difference to get the correct number of days). 5) NO cancellations. 6) Don't fax applications. 7) Address envelope to: Mission Volunteers, Room 330, 475 Riverside Dr., New York, NY 10115. 8) Team leader/coordinator will be sent a copy of our letter to insurance company for team coverage.

Issued to the Mission Volunteers Program Area by the Federal Insurance Company of the Chubb Group for Participants in United Methodist Volunteers In Mission (UMVIM) Projects

Note: There is a deductible of \$250. This insurance policy is intended for those working in UMVIM projects, including travel to and from the sites. UMVIM projects are defined as those projects listed in the Jurisdictional and Mission Volunteers websites (see <http://gbgm-umc.org/vim/umvimmap.htm>) or Advance Specials, or involve working with GBGM missionaries. It is not intended for language study (except when required by the Individual Volunteer program) or non-work trips.

COST OF COVERAGE

Beginning January 1, 2005, the cost of coverage is \$0.75 per person per day, including day of departure and day of return.

OUTLINE OF COVERAGE

Medical expenses for an injury due to an accident: If an accidental bodily injury results in an insured person requiring medical care and treatment, the policy will pay the reasonable and customary medical expenses of medically necessary medical services up to \$10,000, subject to a deductible of \$250. Medical services include the costs for medically necessary treatment by a physician or dentist, hospital room and board, use of an ambulance, drugs, medicines, diagnostic tests and x-rays, treatment performed by a licensed medical professional (if hospitalization would have otherwise been required), rental of durable medical equipment like wheelchairs or hospital beds, prosthetic appliances, orthopedic appliances, or braces. It does not apply to charges for which the insured person has no obligation to pay, eyeglasses, other vision and hearing aids, and artificial limbs.

Accidental death and dismemberment benefit: If accidental bodily injury causes the following losses within one year of the date of the accident which are not otherwise excluded, the policy will pay indicated percent of the principal sum of \$60,000 for: loss of life, 100%; loss of speech and hearing, 100%; loss of speech and one of: hand, foot, or sight of an eye, 100%; loss of hearing and one of: hand, foot, or sight of an eye, 100%; loss of both hands, both feet, sight of both eyes, or a combination of any two of a hand, a foot, or sight of an eye, 100%; loss of one hand, one foot, or sight of an eye, 50%; loss of speech or hearing, 50%; loss of thumb and index finger of same hand, 25%.

Medical evacuation and repatriation: If accidental bodily injury, disease, or illness causes an insured person to require a physician-ordered medical evacuation and/or repatriation, the policy will pay for covered expenses incurred up to maximum amount of \$100,000. The assistance services administrator, Medex Assistance Co., must approve evacuation/repatriation. Covered expenses include costs for evacuation, transportation, medical supplies and services, but not expenses incurred if travel is against advice of a physician, for the purpose of obtaining medical treatment, or due to normal pregnancy or resulting childbirth. Medex operates a 24-hour toll-free emergency telephone assistance service. To access emergency assistance services while traveling, please call one of the following emergency telephone numbers: 1-800-527-0218 from within the US, Canada, Puerto Rico, or US Virgin Islands, or 410-453-6330 collect from anywhere else in the world. Maximum limit of insurance/aggregate: \$500,000 per accident.

Exclusions: These include loss occurring while insured is in, entering, or exiting any aircraft owned, leased, or operated by his or her employer or on behalf of employer; loss occurring while insured is in any aircraft while acting or training as a pilot or crew member (this does not apply to passengers who temporarily perform pilot or crew functions in a life-threatening emergency); loss caused by or resulting from insured's emotional trauma, mental or physical illness, disease, pregnancy, childbirth or miscarriage, bacterial or viral infection or bodily malfunctions (this does not apply to loss resulting from bacterial infection caused by an accident or from accidental consumption of a substance contaminated by bacteria); loss resulting from suicide, attempted suicide, or loss intentionally self-inflicted; loss caused by or resulting from declared or undeclared war, but war does not include acts of terrorism; loss while insured is participating in military action with armed forces of any country or established international authority.

NOTIFICATION OF DEATH

Name _____ **Passport No.** _____

In the event of my death, should my death occur outside the United States, a family member, or a bishop of The United Methodist Church, or a representative of the US State Department/US Embassy is to be instructed by the following:

1. Immediately contact the following:

A. A consular duty officer at the US Embassy in the country where the death occurred.

Phone _____ Fax _____ E-mail _____

B. United Methodist bishop's office

Phone _____ Fax _____ E-mail _____

C. My family or other _____

Phone _____ Fax _____ E-mail _____

2. My wishes are as follows.

- ☐ My body is to be cremated, if possible, prior to being shipped back to the United States. Where possible, arrangements for the cremation are to be made in consultation with the United States Embassy of the nation where the death occurred. My remains are then to be shipped to: _____.
- ☐ If cremation is not possible, then my body is to be shipped home, in keeping with the requirements of the host nation, to (funeral home): _____.
- ☐ I do not wish to have my body cremated. My body is to be shipped to the US, in keeping with the requirements of the nation where the death occurred, to (funeral home): _____.
- ☐ All my valuables, money, and personal possessions are to be kept in the control of the representative of the United States Embassy and shipped to: _____.

In the event of death, all of the above instructions are to be followed in consultation with the above-named family member if that family member's physical condition and location make such consultation possible. Further, all valuables, money, and personal possessions are to be placed in the possession and control of the above-named family member.

Signature _____ Date _____
(If under 18, must be signed by parent or guardian)

Notarization of Notification of Death Form

STATE OF _____ PARISH OR COUNTY OF _____

On this _____ day of _____, _____ (year), before me personally appeared _____
to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the
free act and deed thereof.

Notary Public _____ Parish or County _____
State of _____ My Commission Expires _____

EMERGENCY CONTACT INFORMATION

Return to Team Leader

Missioner's name on passport _____

Passport number _____

Mailing address _____

Date of birth _____

Home phone _____

Work phone _____

IN CASE OF EMERGENCY, CONTACT THE FOLLOWING:

Name _____

Relationship to missionary _____

Address _____

City/State/Zip _____

Home phone _____

Work phone _____

IF UNABLE TO CONTACT THE ABOVE, CONTACT THE FOLLOWING:

Name _____

Relationship to missionary _____

Address _____

City/State/Zip _____

Home phone _____

Work phone _____

OTHER INFORMATION YOU WISH TO ADD IF AN EMERGENCY ARISES:

A copy of this form will be left with the local church in the event of an emergency.

MEDICAL INFORMATION: PHYSICIAN'S FORM

I, _____, plan to participate in a United Methodist Volunteers In Mission project in (location) _____.

I will be doing manual labor outdoors in a climate that is: ____ hot and humid ____ cold and damp
other: _____. Health care facilities may be inadequate or nonexistent.

The United Methodist Fellowship of Health Care Volunteers suggests the following immunizations and prophylactic medications:

RECOMMENDED IMMUNIZATIONS, ROUTINE

Vaccine	Schedule
Diphtheria/Tetanus (DT)1	Every 10 years
Pertussis	Infancy only
Polio	Single Booster, OPV
MMR	1 month before travel if non-immune

RECOMMENDED IMMUNIZATIONS FOR TRAVEL, PARTICULARLY BY HEALTH CARE TEAMS, TO COUNTRIES WHERE EXPOSURE RISK IS INCREASED OR DISEASE IS ENDEMIC

Vaccine	Schedule
Hepatitis B	3 doses: 6, 5, 1 month before travel
Hepatitis A (2)	2 wks before travel, booster @ 6-18 months
Typhoid, oral (3)	1 capsule every other day X 4 doses
Typhoid, polysaccharide	1 dose IM, repeat q. 2 yrs
Meningococcal polyvalent	SQ single dose
Yellow Fever (4)	SQ single dose, booster q. 10 yrs

- Always include Diphtheria with the Tetanus booster (DT).
- The new Hepatitis A vaccine is 95% effective, with no side effects.
- Oral typhoid vaccine is neutralized by mefloquine (Lariam).
- In some countries, up-to-date vaccination for yellow fever is required (see CDC website).

Your local health department or the CDC website <<http://www.cdc.gov/travel>> can provide up-to-date country-specific information on immunizations for travelers.

Please sign below if you agree that my general health is adequate for this endeavor. If you are not familiar enough with my physical health, I agree to have a physical examination and laboratory tests if indicated as part of my application process.

For Use by Physician:

Signed _____, MD Date _____

Physical examination performed: ____ Yes ____ No

Print Name: _____

Address: _____

City / State / Zip: _____

Phone: _____ Fax: _____

TEAM MEMBER PACKING LIST

- ☐ Passport (if required)
- ☐ Vaccination certificates (if required) and yellow-colored international immunization card
- ☐ Copies of medical information, notification of death, liability release, medical release forms
- ☐ Clothing (work, casual, and dress, if needed); proper clothing for the culture
- ☐ One change of clothing, medications, and documents in carryon bag
- ☐ Comfortable shoes
- ☐ Hat for working in the sun, sunscreen, sunglasses
- ☐ Work gloves
- ☐ Bathing suit (if in warm climate)
- ☐ Rain gear (if in rainy area)
- ☐ Sleeping bag and pillow (if needed)
- ☐ Towel and washcloth
- ☐ Flashlight
- ☐ Bible
- ☐ Notebook, pencil/pen, stationery
- ☐ Collapsible drinking cup or water bottle
- ☐ Cash (depending on how many souvenirs you plan on purchasing)
- ☐ Travelers checks (if you desire to use them)
- ☐ Medications that you may need
- ☐ Copies of prescriptions of drugs you are taking with you
- ☐ Extra pair of glasses and/or contacts; extra hearing-aid batteries
- ☐ Insect repellent
- ☐ Toiletries, e.g., soap, shampoo, lotion, toilet paper
- ☐ Travel alarm clock
- ☐ Moist towelettes or hand sanitizer
- ☐ Snack foods (your own personal treats)
- ☐ Dictionary with English and language of the host country
- ☐ Desire to love as Christ loves, positive attitude, Christian spirit, and servant mentality

Reminder: Leave travel schedule, host country contact, and phone numbers with family or other contacts at home.

HELPFUL RESPONSES FOR THE NEXT MISSION TEAM

(Please return this evaluation to the team leader or, if you prefer, to your jurisdictional or conference UMVIM Coordinator.)

1. List at least two of the experiences you appreciated most about the mission.

2. Share at least two significant impressions you had while on the mission team.

3. Rate according to your experience, the following (1 = not good, 5 = very good).

Effectiveness of team orientation	1	2	3	4	5
Relationship with the local people	1	2	3	4	5
Worship with the people	1	2	3	4	5
Team worship and sharing	1	2	3	4	5
Schedule	1	2	3	4	5
Food	1	2	3	4	5
Personal growth in your faith	1	2	3	4	5
Team leader	1	2	3	4	5

4. List any suggestions that might be helpful to future teams participating in such a mission.

5. Describe some of your present feelings:

Location of mission experience: _____

Dates of mission: _____

Signature (optional): _____

TEAM MEMBER EVALUATION — SAMPLE 2

The following questions are suggested to guide you in evaluating your experience on the mission trip. Your response will be used to plan future experiences, to learn what you considered most important, and to find out where we need to work harder. Please add anything you feel was not adequately covered in these questions. Return this form to your team leader or, if you prefer, to your jurisdictional or conference UMVIM Coordinator.

Conference _____ Departure date ____ / ____ / ____
MM DD YY

District _____

Local church _____ Return date ____ / ____ / ____
MM DD YY

Country _____ Location _____

Project name _____

Team leader _____
First Name Middle Initial Last Name

Address _____

Work phone _____ Home phone _____

Fax _____ E-mail _____

How did you learn about the team and how were you motivated to join?

What type of orientation/training did you receive in the US? By whom?

What were your personal and team objectives in coming?

Did you achieve your goals? Why or why not?

Did your goals change during your stay? Explain:

Were your expectations or impressions prior to arrival on site reinforced? Changed? How?

Did your work situation measure up to your expectations? _____ If not, why not?

How would you improve your work situation?

Did you find your living arrangements satisfactory?

Did you find the food generally good, adequate, or poor?

What on-site orientation did you receive? In what way would you improve it?

Was there good coordination with the local personnel? If not, where did it break down?

Did you have a team spirit and a feeling of community while on the trip? If not, why not?

If given the opportunity, would you participate in such an experience again?

Additional Comments:

HEALTH CARE TEAM MEMBER EVALUATION

The following questions are suggested to guide you in evaluating your experience on the mission trip. Your response will be used to plan future experiences, to learn what you considered most important, and to find out where we need to work harder. Please add anything you feel was not adequately covered in these questions. Return this to the team leader. If you prefer, return this to your jurisdictional or conference UMMVIM Coordinator.

Conference _____ Departure date ____ / ____ / ____
MM DD YY

District _____

Local church _____ Return date ____ / ____ / ____
MM DD YY

Country _____ Location _____

Project name _____

Team leader _____
First Name Middle Initial Last Name

Address _____

Work phone _____ Home phone _____

Fax _____ E-mail _____

What type of orientation/training did you receive in the US? By whom?

What on-site orientation did you receive? In what way would you improve it?

Did you achieve your goals? Why or why not? Did your goals change during your stay? Explain.

Did you find your living arrangements satisfactory?

Was there good coordination with the local personnel? If not, where did it break down?

Did you identify specific equipment needs for the site?

Was there adequate workspace? A potable water supply? A power source?

Were there problems with availability of or dispensing of drugs? If so, explain.

What ongoing problems in the host community with water supply, sanitation, and nutrition did you observe?

Is there a need for programs in immunization, maternity care, well-child supervision?

What was the team's relationship to local health personnel?

What arrangements were made for patient follow-up?

Is there a need for dental care, vision care and glasses, specialty teams?

A

DDITIONAL FORMS FOR YOUTH TEAMS

PARENTAL CONSENT

The consent must have signatures of both parents (even if divorced or separated) when the youth is traveling outside the US. If one parent accompanies the youth, the other parent must sign this form. If one parent is deceased, attach a death certificate.

We, _____, the parents/guardians of _____
Parents or guardians *Child's name*

give our child, a minor residing at _____ (address), permission to accompany a United Methodist Volunteers In Mission team to _____ (location) and participate as a member of the group. We acknowledge that we are allowing our child to participate entirely upon our own initiative, risk, and responsibility. We have been advised and understand that the group may be exposed to unusual risks. Those risks may involve, among other things, the following:

Dangers resulting from disease; from civil insurrection or warfare of the kind that we have seen in recent years in Somalia, Bosnia, Liberia; from post-warfare hazards such as landmines; from geographic features such as high altitudes, which may have a deleterious effect on persons with heart conditions or respiratory diseases; from extreme heat and humidity with no air conditioning available, or from extreme cold with no central heating. The foregoing is not an exhaustive list of dangers that may arise but is illustrative of some types of dangers that may be faced.

We further expressly authorize and consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and/or hospital care under the general or special supervision, and on the advice of, a licensed physician, surgeon, anesthesiologist, dentist, or other qualified medical personnel acting under their supervision, for our child, should the same become necessary because of illness or injury.

I specifically authorize a physician or other appropriate medical professional to treat my child's _____
Name of ailment

by performing _____ and by prescribing _____
Name of procedure *Name of prescription*

and providing such prescription to my child for treatment.

Now therefore, in consideration of the permission extended to our child to accompany the mission team and participate in the mission trip, we do hereby for ourselves, our child, and our heirs, executors, and administrators, remise, release, and forever discharge the team leader(s) _____, the _____ Conference of The United Methodist Church, United Methodist Volunteers In Mission, its officers and members, as well as all other participants and sponsors of said mission trip, acting officially or otherwise, from all claims, demands, actions or causes of action of any kind, including the death of our child or any injury to our child or loss or damage to property which may occur from any cause during the trip, as well as all ground and flight travel incident to such trip.

It is our intention by this document to consent to our child's participation in the mission trip, to consent to allow the team leader(s), _____, to act in loco parentis for the duration of the mission trip, and to waive and forego all right of action by ourselves and our child against the parties herein before named.

Parent/guardian

Parent/guardian

Address

Address

Notarization of Parental Consent Form

STATE OF _____ PARISH OR COUNTY OF _____

On this _____ day of _____, _____ (year), before me personally appeared _____ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

Notary Public _____ Parish or County _____
State of _____ My Commission Expires _____

POWER OF ATTORNEY

Know all persons by these present that we (I), _____ and/or
(Parent Name)

_____ of _____ appoint
(Parent Name) (Address)

_____ of _____ our attorney for us and
(Pastor or Team Leader) (Address)

in our name and on our behalf to consent to the administration of whatever anesthetic and the performance of such medical, dental, surgical treatment and/or operation as may be deemed necessary or advisable upon _____, our minor child, during the period of _____ to _____
(Youth Name)

and to execute all necessary instruments to carry out and perform any of aforesaid powers, and to do any other acts requisite to carrying out such powers. I/we, the parent/parents, agree to be financially responsible for the services provided. I/we authorize the release of medical information to or from my/our insurance company and my/our personal physician.

IN WITNESS WHEREOF, I have hereunto executed this Power of Attorney on this

_____ day of _____, _____.
(Month) (Year)

Witnesses:

(Witness Signature)

(Parent Signature)

(Witness Signature)

(Parent Signature)

Notarization of Power of Attorney Form

STATE OF _____ PARISH OR COUNTY OF _____

On this _____ day of _____, _____ (year), before me personally appeared _____ to me known to be the same person described in and who executed the within instrument, and who acknowledged the same to be the free act and deed thereof.

Notary Public _____ Parish or County _____

State of _____ My Commission Expires _____

YOUTH TEAM EVALUATION

1. What motivated you to become involved in the UMVIM activity?
2. What were your goals in being involved? How were these met?
3. How would you evaluate the counselors? (circle one)

Poor			Average				Excellent		
1	2	3	4	5	6	7	8	9	10
4. On the whole, was there good coordination on the trip? Explain.
5. What would you like to see added or left out?
6. What do you feel ought to be added in the orientation/training session?
7. What changes have happened in your life because of your experience? Be specific.
8. Have you changed your vocational plans because of this experience? Explain.
9. In what ways did this deepen your Christian faith?
10. In what specific ways do you plan to get involved in your local church this year?
11. Did you have a “team spirit” and a feeling of oneness within the group?
12. List on the back any other comments that you have about this experience.

OPTIONAL FORMS

GBGM MISSION VOLUNTEERS – VOLUNTEER DATA FORM

By my signature below, I consent to the recording and use of the personal data I am providing for the Mission Volunteers Database (MVDB), utilized by designated, password-authorized persons in GBGM, UM Committee on Relief (UMCOR), UM Volunteers In Mission (UMVIM), and MV programs. A voluntary service, the MVDB provides information for volunteer recruitment, placement, and communication, as well as insurance and statistical record-keeping. I may obtain a copy of and/or request the deletion of my data by contacting GBGM by signed request. After seven (7) years of no data activity, my personal data may be deleted. I release GBGM and all MVDB-authorized users from all legal responsibility for the use of my personal data unless they have recklessly misused the information. For complete details regarding MVDB policies, please consult: <http://gbgm-umc.org/vim/mvdb/policy.htm>.

Signature _____

Date (m/d/y) _____

Program Memberships/Interests Please check (or x) all of the appropriate boxes of the following statements.

I am a **Member/Participant (M/P)** of and/or I am **Interested (INT)** in the following programs:

M/P INT

- ☐ ☐ Individual Volunteer (minimum commitment of 2 months)
- ☐ ☐ United Methodist Fellowship of Health Care Volunteers (UMF/HCV) Date joined: (m/d/y) ____/____/____
- ☐ ☐ Disaster Response. If member, last UMCOR Training: (m/d/y) ____/____/____
- Level I: ☐ Early Response ☐ Basic Training Academy
- Level II: ☐ Pastoral Care ☐ Case Management ☐ Volunteer Management
- ☐ Warehouse ☐ Children ☐ Youth ☐ Older Adults
- ☐ ☐ NOMADS (program for volunteers with recreational vehicles)
- ☐ ☐ Global Justice Volunteers (a social justice program for young adults 18-25)
- ☐ ☐ Primetimers (a learning and service experience for adults aged 50+)
- ☐ ☐ TeachUM. Teach United Methodists (Education Professionals)
- ☐ ☐ Team Leader Training. If trained, date of training: (m/d/y) ____/____/____

BASIC DATA – PLEASE PRINT

<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Rev. <input type="checkbox"/> Dr. <input type="checkbox"/> Other		Legal First Name		Middle Initial	Last Name
Preferred First Name	DOB (m/d/y) / /	Occupation / Profession		[] Active [] Retired	
Citizenship		Passport #		Expires (m/d/y) / /	
Name of Place of Worship (your church, temple, synagogue, etc.)			Phone	Denomination / Faith	
I can be contacted if my skills might be needed. <input type="checkbox"/> Anytime <input type="checkbox"/> One week's notice <input type="checkbox"/> One month's notice <input type="checkbox"/> Never What types of experiences have you had? <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International What is/are your geographic preference(s) for future missions/placements? <input type="checkbox"/> Local <input type="checkbox"/> National <input type="checkbox"/> International How many Volunteers In Mission experiences have you had in the past 10 years? Number ____ How many VIM Team Leader experiences in the past 10 years? <input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three or more					
Emergency Contact: Primary	Full Name (and Address if desired)			Relationship	
				Phone #	
Emergency Contact: Secondary	Full Name (and Address if desired)			Relationship	
				Phone #	
<input type="checkbox"/> Current Address <input type="checkbox"/> Home Address	Street	City	State	USA/International	Postal Code
Home Phone		Mobile Phone			
Fax		E-mail Address			
<input type="checkbox"/> Work Address <input type="checkbox"/> Home Address	Street	City	State	USA/International	Postal Code
Home Phone		Mobile Phone			
Fax		E-mail Address			
Check the box if you want your name to be removed from your jurisdiction, conference, and/or program newsletters. <input type="checkbox"/>					

PLEASE REMEMBER TO SIGN THIS FORM – FRONT / TOP

1 of 2, Rev. #5 04/05

LANGUAGES				GENERAL SKILLS		
Spoken	Fluent	Interm.	Begin.			
English	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Spanish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
French	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Portuguese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
German	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Russian	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

CONSTRUCTION SKILLS				HEALTH CARE SKILLS		
Skills	Prof.	Interm.	Novice			
Blueprinting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Carpentry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Code Specialist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Concrete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Coordinating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Drywall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Electrical	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
General Contractor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Glass/Glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Heating/Air	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Insulation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Masonry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Painting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Paving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Plastering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Plumbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Roofing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Surveying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Welding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Well Drilling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Woodworking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
Other: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

GENERAL SKILLS (Continued)		
<input type="checkbox"/> A/V Specialist	<input type="checkbox"/> Fork-Lift Operation	<input type="checkbox"/> Professor
<input type="checkbox"/> Agriculture	<input type="checkbox"/> Gardening	<input type="checkbox"/> Puppetry/Clowning
<input type="checkbox"/> Animal Husbandry	<input type="checkbox"/> HTML/Web Design	<input type="checkbox"/> Quilting
<input type="checkbox"/> Architecture	<input type="checkbox"/> Irrigation	<input type="checkbox"/> Semi-Truck Driver
<input type="checkbox"/> Broadcasting	<input type="checkbox"/> Landscaping	<input type="checkbox"/> Sewing
<input type="checkbox"/> Child Care	<input type="checkbox"/> Legal Help	<input type="checkbox"/> Signing/Braille
<input type="checkbox"/> Christian Education	<input type="checkbox"/> Leading Bible Study	<input type="checkbox"/> Social Work
<input type="checkbox"/> Civil Engineering	<input type="checkbox"/> Managing/Administration	<input type="checkbox"/> Solar/Wind Energy
<input type="checkbox"/> Computers	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Teaching
<input type="checkbox"/> Cooking	<input type="checkbox"/> Mechanics (Auto)	<input type="checkbox"/> Typing
<input type="checkbox"/> Counseling	<input type="checkbox"/> Mechanics (General)	<input type="checkbox"/> Video/Photography
<input type="checkbox"/> Drawing/Painting	<input type="checkbox"/> Music, Leading	<input type="checkbox"/> Water Systems Engineer
<input type="checkbox"/> ESL Education	<input type="checkbox"/> Music, Performing	<input type="checkbox"/> Writing
<input type="checkbox"/> Farming	<input type="checkbox"/> Office Work	<input type="checkbox"/> Other _____
<input type="checkbox"/> Finance/Accounting	<input type="checkbox"/> Pastor	

HEALTH CARE SKILLS (Continued)		
<div style="display: flex; justify-content: space-around;"> Status </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Student <input type="checkbox"/> Active <input type="checkbox"/> Retired </div>		
<input type="checkbox"/> Allergist	<input type="checkbox"/> Internist	<input type="checkbox"/> Orthopedist
<input type="checkbox"/> Anesthesiologist	<input type="checkbox"/> Lab Technologist	<input type="checkbox"/> Pediatrician
<input type="checkbox"/> Audiologist	<input type="checkbox"/> Med./Nrsgr. Educator	<input type="checkbox"/> Pharmacist
<input type="checkbox"/> Bio-Med Tech	<input type="checkbox"/> Mental Health Provider	<input type="checkbox"/> Physician Assistant
<input type="checkbox"/> Cardiologist	<input type="checkbox"/> Nurse	<input type="checkbox"/> Physical Therapist
<input type="checkbox"/> Chiropractor	<input type="checkbox"/> Nurse Anesthetist	<input type="checkbox"/> Podiatrist
<input type="checkbox"/> Counselor	<input type="checkbox"/> Nurse Midwife	<input type="checkbox"/> Radiologist
<input type="checkbox"/> Dental Hygnst./Asst.	<input type="checkbox"/> Nurse Practitioner	<input type="checkbox"/> Speech/Hearing
<input type="checkbox"/> Dentist	<input type="checkbox"/> Nutritionist	<input type="checkbox"/> Surgeon
<input type="checkbox"/> Dermatologist	<input type="checkbox"/> OB/GYN	<input type="checkbox"/> Veterinarian
<input type="checkbox"/> EMT/Paramedic	<input type="checkbox"/> Ophthalmologist	<input type="checkbox"/> X-Ray Tech.
<input type="checkbox"/> Family Practitioner	<input type="checkbox"/> Optometrist	_____
<input type="checkbox"/> Hospital Administrator	<input type="checkbox"/> Oral Surgeon	_____

Please return completed forms to: Mission Volunteers, General Board of Global Ministries,
475 Riverside Drive, Room 330, New York, NY 10115 • Fax: 212-870-3624. Thank you for your time and effort!!

SAMPLE QUESTIONNAIRE TO LOCAL PASTOR

(Please submit this form to the team leader.)

Applicant's name _____

Conference _____

District _____

Local church _____

Country _____

Location _____

Project name _____

Departure date ____/____/____
MM DD YY

Return date ____/____/____
MM DD YY

Team leader _____
First Middle Last

Address _____

1. Is there any indication that the applicant's decision to join the team has been significantly influenced by a desire to escape difficult personal, family, or vocational situations, or an unrealistic appraisal of what is involved in Christian service? If yes, please explain.
2. Estimate the candidate's ability in his/her profession.
3. To your knowledge, how does the applicant respond under difficult or stressful circumstances?
4. Are you aware of any instances of mental or emotional illness or difficulty that the applicant or a member of the applicant's family has had? If so, please explain.
5. To your knowledge, has the applicant ever used narcotics, hallucinogens, or drugs not prescribed by a physician? If so, please explain.
6. Can the applicant handle responsibility? Give examples.
7. Does the applicant have any outstanding abilities/skills?
8. Have you ever had the occasion to question the candidate's morals? If so, please explain.
9. Have you any reason whatsoever to lack confidence in this applicant?
10. What degree of success would you predict for the applicant in this ministry?

11. Please give any information you can regarding the applicant's background (family, education, experiences) that you feel might bear upon his/her suitability for this service.
12. Does the applicant possess the ability to make decisions and follow through on them?
13. Does the applicant respond well to authority?
14. What type of influence does the applicant exert?
15. Comment on the applicant's ability to cooperate and work with others.
16. Comment on the applicant's sensitivity to the needs, feelings, and attitudes of others.
17. What is the applicant's attitude toward other groups, races, or nationalities?
18. To what extent does the applicant demonstrate leadership ability? Give examples.
19. To your knowledge, has the applicant been involved in Christian-related activities? Give examples.
20. SUMMARY: Please state frankly your opinion of the applicant's all-around fitness for Christian service in United Methodist Volunteers In Mission, adding significant information and impressions not brought out by the preceding questions.

Name (print or type) _____

Address _____

Telephone _____

Signature _____ Date _____

RECORD OF DONATED ASSETS

Thank you for your donation of the below-stated assets, a charitable donation to United Methodist Volunteers In Mission (UMVIM), a ministry program of the:

Name of conference or jurisdiction or local sponsoring church

THIS GIFT IS

A monetary gift of \$ _____ for the UMVIM team Date _____

AND/OR

Item(s) listed below:

The following restriction(s) for this gift are to be imposed: _____

AND/OR

The donor participated in a mission trip to _____ and spent _____ days
doing _____

Only _____ percent of the time was spent in non-mission service activity.

DONOR INFORMATION

Name _____

Address _____

City _____ State _____ Zip _____

RECEIPT OF DONATION

The above donation has been received for the benefit of United Methodist Volunteers In Mission of the

Name of conference, jurisdiction, or local sponsoring church

The donor has not received goods or services in exchange for this donation to a 501 (c) (3) organization.

Signature of authorized agent

Date

TRIP CANCELLATION INSURANCE DECLINATION

As a member of the _____ UMVIM mission trip to _____ on _____ (dates), I certify that:

I have been made aware that there are significant risks associated with any mission trip.

I fully understand that there are cancellation penalties involved with my trip. These may include a penalty of up to 100%, which means no refund at all.

Penalties apply no matter what the reason for cancellation. These may include, but are not limited to:

- Accident or illness to me, a family member, or a traveling companion, requiring me to stay home.
- Airline bankruptcy/default.
- Weather-related delays.
- Simply changing my mind.

It has been recommended that I purchase separate travel insurance for this trip to protect against the cancellation fees noted above.

I have selected the following choice (please initial one of the following as appropriate and complete the rest of the form as indicated):

_____ I have purchased separate travel insurance (or will purchase same prior to departing on this trip) as appropriate to my needs.

_____ I have decided NOT to purchase separate travel insurance and accept full responsibility for any cancellation fees that may occur as a result of my non-participation on this trip.

Signature of participant or guardian/parent of minor

Date

Printed name

A

PPENDIX

BEFORE REQUESTING VOLUNTEER TEAMS

Identify needs (perhaps with help from GBGM).

- Complete a Project Profile sheet (from the Mission Volunteers Office) or write a clear definition of project needs and objectives to submit through appropriate (United) Methodist Church officials for prioritization.
- Attach photographs of the project where possible.
- Include project/design specifications if applicable (approved by a church/community professional).
- Verify that the local church/community is committed to continuing this ministry/project and to receiving and welcoming volunteer mission teams.
- Verify that it will be locally maintained and will receive continued funding from the local or national church.
- Set specifications and be prepared to direct the project technically.

Recommend project(s) to:

Mission Volunteers Office
475 Riverside Drive, Room 330
New York, NY 10115

Make communication a priority.

- Promote the project through the church (locally, regionally, nationally).
- Invite Volunteers In Mission leaders to visit the project site and share how the project fits into the overall vision of the host church.
- Develop a plan for communicating with the team leader (including updates regarding project status).
- Clarify the best means of communication (phone, fax, e-mail).
- Keep a list of individuals willing to interpret for teams as needed.

Decide how to schedule teams.

- Accept only the number of teams that can be adequately hosted and determine the number of members per team. Things to consider: scope of project, age, skills needed.
- Determine housing availability (depends on season and suitability for particular project implementation).
- Have no more than one team per time period.
- Assess availability of construction materials.
- Realize that the host has permission to say “no” to the sending team.

Plan for adequate services.

- Meals/lodging.
- On-site coordinators.
- Local travel accommodations.
- Adequate hospital and medical services to accommodate mission.
- Necessary tools (suggestion: establish a “tool bank” for volunteers to use).

Prepare an anticipated budget.

- Enumerate project expenses (itemize them in stages for multi-team completion).
- Itemize team expenses (e.g., lodging, food, in-country transportation, coordinating fees,

cultural experiences, labor costs, interpreters, cooks, day laborers, guards).

- Account for inflation and exchange rates that may fluctuate.

9-12 MONTHS BEFORE TEAM ARRIVES

Maintain clear communication with the team leader or designated contact person regarding:

Project details

- Maximum acceptable number of team members.
- Nature of work and anticipated tools/skills needed.
- Mutually agreed-upon dates and expectations.
- Goals regarding relationships and experiences with incoming teams.
- The time when team leader can see the project site.
- Method(s) of funding and accountability for monies sent.

Accommodations

- Letter of formal invitation from sponsoring entity for customs purposes.
- Local contact person / phone numbers.
- Person to meet team.
- Need for or availability of interpreter.
- List of items to bring (sleeping bags, sheets, towels, toiletries, Bibles, etc.).
- Preparation of meals by host or team.
- Grocery shopping done by host or team.
- Availability of suitable drinking water and cost of bottled water.
- Weather.
- Type of housing available.

Team

- Clearly stated expectations for team and team leader.
- Team leader advised of necessary medical insurance and immunizations.
- Required legal documents (passports and copies, visas, work permits, and verification of professional credentials, e.g., physician's license).
- Location and numbers of embassy and consulate.
- Orientation on religion, culture, and local customs (e.g., alcohol, drugs, smoking, dress, behavior, gestures, etc.).
- Useful translated phrases (e.g., praise and worship phrases).
- History of area and project.
- Local regulations with respect to motor vehicles (insurance, driver's license).
- Address of project and phone numbers of key local leaders.
- Team leader advised of expected costs.
- Request that funds for materials be sent in advance.

3-4 MONTHS BEFORE TEAM ARRIVES

- Inform team leader of local coordinator who will host team and/or local construction coordinator.
- Form a Covenant for Mission Partnership.
- Advise team regarding visas ("tourist" not "missionary").

1-2 MONTHS BEFORE TEAM ARRIVES

Recruit support team of volunteers from local church for specific host tasks (e.g., acting as liaison for specific issues that may arise).

Prepare host volunteers to show cultural sensitivity to incoming team.

- Possible inclusion of team building for hosting volunteers.
- Appropriate offering of gifts.

Know demographics and names of incoming team members.

- Dietary needs (allergies, medical conditions, personal medications).
- Personal information (gender, traveling with spouse, age, skills, talents, and hobbies).

Finalize and confirm arrangements.

- Method of currency exchange.
- Tools needed or provided.
- Lodging and meals.
- Transportation or plans to receive team and time of arrival.
- Review of expectations with team leader.
- List of items to be cleared at customs requested and team informed of potential costs.

Prepare work site/ministry.

- Have materials on site or arrange for them to be purchased.
- Confirm work to be done.
- Prepare to be flexible.
- Identify backup host.

WHEN TEAM ARRIVES

Meet and welcome team at port of entry (suggestion: use a sign for identification).

- Be prepared to assist with customs officials if needed or permitted.
- Provide adequate ways to transport members, luggage, and supplies to housing.
- Inventory tools or materials brought by team.
- Consider taking a picture of the arriving team.
- Provide on-site orientation for team.
- Include information about the country and Methodism, how team members can relate effectively with locals, and specific “dos and don’ts.”
- Post schedule of planned activities.

DURING TEAM’S VISIT

Check frequently with team leader that all plans/arrangements are working.

- Attend to the safety/security needs of team.
- Address issues/problems as they arise.

Verify with locals that their plans/arrangements are working.

- Visit the site daily.

Offer opportunities for fellowship with the team.

- Involve the local Christian community in worship and witness, and work with volunteer team to celebrate the joy of mission and the Christian experience.
- Encourage daily sharing of reflections.
- Visit other churches or mission sites.
- Host a talent night.

Coordinate and provide cultural opportunities with team.

- Enjoy music from host community and team.

BEFORE DEPARTURE OF TEAM**Plan for a time of sharing with team.**

- Include a time of mutual assessment of the experience.
- If inclined, invite the team leader to send a written evaluation at a later date.
- Provide team leader with a complete financial report.
- Assist with confirmation of travel arrangements.
- Plan with team leader a time for good-byes.
- Include a time of celebration and/or worship.
- Present appreciation certificates to team members when possible.
- Establish ways to stay in touch with the visiting team (prayer support, networking, etc.).
- Provide transportation to port of departure.

AFTER TEAM DEPARTS**If requested by team, send a written evaluation to the appropriate office.**

- Include team's work and contributions, update on progress of project, future team needs.

Where possible, report mission experience to local media.

- If published, send a copy to the team leader.

For Project Profile Form, contact:

Mission Volunteers
General Board of Global Ministries
475 Riverside Drive, Room 330
New York, NY 10115
Phone: 212-870-3825
Fax: 212-870-3624

WORKSHEET FOR A PRELIMINARY SITE VISIT

Name of Project _____ Year _____

GENERAL

1. Best time to come _____
2. In-country transportation costs _____
3. Work times at site _____
4. Acceptable/recommended clothing _____
5. Possibility of banquet or closing ceremony at end? _____
6. Recommended sightseeing/tour day activities _____
7. Interpreter with team entire time _____
8. Special considerations _____
9. Opportunities for intercultural exchange/dialogue _____
10. Specific work to be done? _____
11. Clothing and extras from work team accepted _____
12. Required inoculations/preventive medicines _____

ACCOMMODATIONS

1. Cost of housing per person or team _____
2. Location of housing _____
3. If in homes, number of guests per home _____
4. If in dorm, how many to a room? _____
5. Separate facilities for men and women? _____
6. Number/location of bathrooms/showers _____

7. Laundry facilities available? _____
8. Electrical outlets in rooms? _____
9. Space to hang clothes? _____
10. Need to bring linens? _____ Pillows? _____ Sleeping bags? _____
11. Need to bring toilet paper? _____ Cleaning supplies? _____
12. Distance from lodging to work site _____
13. Common room for team meetings/meals? _____
14. Air conditioning? _____ Screens? _____ Refrigerator? _____ Chlorinated water? _____
15. Arrangements for team security _____
16. Need to hire guard? _____ Cost? _____ Who? _____ Responsibility? _____

MEALS

1. Cost of meals per person per day _____
2. Mealtimes: breakfast _____ lunch _____ dinner _____
3. Meals prepared by (we expect to help) _____
4. Possible to sample local food? _____
5. Cooking facilities available: stove ___ sinks ___ refrigerator ___ dishes ___ pots ___ other _____
6. Location of food markets _____
7. Construction site lunches: brought to team? _____ ice chests to carry from lodging site? _____
8. Soft drinks available? _____ Clean water? _____ Late evening snack? _____
9. If staying in homes, can team have more than one meal per day together? _____
10. What food goods should be brought by team? _____

EVANGELISM

1. Days/times/locations of worship services _____
2. Appropriate dress for services _____
3. May team members preach? _____ Clerical collar needed? _____
Themes to use _____ Themes to avoid _____
4. May team members lead in prayer? _____
5. Should team be prepared to sing? _____ Bring song sheets? _____
6. Who will be in charge of the service(s)? _____
7. Do you want members to visit in homes to witness? _____
8. Appropriate way to close services and give opportunity for commitment (e.g., altar call, commitment cards, counseling). _____
9. Gear services to growth for Christians, conversion of non-Christians, or both? _____

OTHER

1. Who will meet team at airport? _____
2. Who will take team back to airport for departure? _____
3. Who will arrange for drivers and vehicles? _____
4. Will vehicle be at the team's disposal day and night? _____
5. Will team members need to drive? _____ US passport/driver's license okay? _____
6. Plan for in-country orientation upon team arrival _____
7. Opportunities for talking with local church people _____
8. Person to receive money in project country _____
9. Type of check or money accepted _____
10. Best method for paying team expenses _____
11. Other financial arrangements _____

WORK PROJECT

1. Description of work to be completed _____
2. Reason for doing this project _____
3. Materials needed _____
4. Where can materials be purchased? _____
5. Who will purchase materials (best if done by a local person)? _____
6. Who will make sure materials are on site the first day of work? _____
7. Work tools needed _____
8. Work tools volunteers could bring _____
9. Number of volunteers needed _____
10. Number of local helpers needed _____
11. Would volunteers be taking jobs away from local people? _____
12. Electrical outlets for power tools? _____ Wattage? _____
13. Local foreman on site at all times? _____ Name _____
14. If pre-shipment of materials is needed, what is the address/method of shipment? _____

FINANCES

1. Amount needed for project _____
2. Amount needed for living and eating _____
3. Deadline for money to be sent _____

PROJECT MANAGEMENT

1. Person in the project country who will oversee the project _____
2. Person from the work team who will oversee the project _____

3. Will local project person be paid? _____
4. Number of local helpers needed _____ How much will they be paid? _____
Skills they should have _____
5. "Large items" needed to complete the project _____
Will they be available at the project site? _____

PROJECT PARTICULARS

1. Exact dates of project _____
2. Approximate time needed to complete the project _____
3. Bathrooms available on site? _____
4. Meals eaten on site? _____
5. Travel time to and from job site _____
6. Transportation to and from site _____ Cost _____
7. Insurance needed for vehicle(s) _____ Cost _____

SIGHTSEEING

1. Best sights to show culture of land and people _____
2. Distance from project location _____
3. Time required _____ Cost _____

CLIMATE

1. Average temperature in month of project _____
2. Average rainfall during time of project _____
3. Type of insects? _____ Repellent needed? _____
4. Netting needed for sleeping? _____
5. Types of snakes/other wildlife _____

CONTACTS

1. Contact person in project country _____
2. Contact person in sending country _____
3. Person in project country to be with work team at all times? _____

ORIENTATION/TRAINING/DEBRIEFING

1. Plan for orientation upon arrival in project country _____
2. Plan for debriefing at end of project _____

EMERGENCIES

1. Person to contact in case of emergency _____
2. Number in project country where people in US can call _____

MEDICAL FACILITY

1. Location of nearest medical facility _____
2. US insurance accepted? _____

INTERACTION WITH PEOPLE

1. Will there be time with children? _____
2. May children accept candy or other gifts from work team? _____
3. Special recreational materials needed by local children? _____
4. Plans for "last night service" with local people _____
5. Person(s) responsible for this service _____
6. Plans for church attendance on Sunday _____ Transportation _____

BIBLE SCHOOL INFORMATION

1. Possibility of conducting Bible School for children? _____
2. Number and size of rooms available _____

3. Place for large assembly time _____
4. Musical equipment on site? _____
5. Locals available to work with us? _____
6. Days and times of sessions (9 a.m. to noon is preferable) _____
7. Maximum number of children? _____
8. Cultural concerns to be aware of _____
9. Accustomed style of discipline _____
10. Children's reading level _____
11. Age groups _____ Number in each age group _____
12. Sessions open to all children or local church only? _____
13. Plans for pre-registration _____
14. Nearby places for purchasing supplies _____
15. Media equipment available (record player, etc.) _____
16. Children's interests _____ Ways they spend free time _____
17. Possibility of pre-planning day with local teacher(s)? _____
18. Any Bibles available? _____ New Testaments acceptable? _____
19. Sessions with adults expected? _____
20. Plans for publicity? _____
21. Way children address their elders _____
22. Reading series used in local elementary school _____ Can school be visited? _____
23. Children's response to "foreign" teachers or people _____
24. Is giving toothpaste/brushes, etc., acceptable? _____

PROJECT FUNDRAISING

When a mission project calls for the construction of a church, parsonage, school, or clinic, the team as a whole will often raise money needed for building materials or medicines. In some instances, the whole cost of a mission endeavor is raised through group participation.

Ideas abound about group fundraising, and many of the traditional approaches still work very well in most situations. In addition to rummage sales, after-church lunches, mission banquets, and the selling of shares of stock, some new ideas are being tried by United Methodist Volunteers In Mission teams.

Getting Flocked with Flamingos

Some groups gather pink plastic flamingos and add a new twist to yard ornamentation. First, dress them up! Add sunglasses, Hawaiian leis, Mardi Gras beads, fake cigars, beards, and hats. With some colorful advertising, church families will pay the mission team to “flock” another family by placing eight to ten of these unique birds in someone’s yard as a surprise for the next morning. There can also be a charge to the family that receives the “flocking” for removing the flock or having it moved on to another family. It’s a chain reaction, and each payment to place or remove the birds results in a gift to the mission. Use your imagination! What about snowmen for a winter mission team (call it a snow job?) or turkeys or pumpkins (all dressed up!) in the fall.

Curb Painting

In communities where there is a concrete curb in residential areas, painting house numbers can be an excellent fundraising project. Be sure to check if your city allows numbers to be painted on curbs and what color and size are appropriate. Purchase number and letter stencils and a template pattern from your local hardware store, along with spray paint, canned paint, and brushes. First, have an advance team hand out circulars at each home describing the service, day of painting, and cost. The circular may include an information sheet and envelope in which the charge is placed and positioned on the front door if the homeowner is away at the time the team is revisiting the neighborhood. This can also be done with personal visits to each home in a neighborhood. When it is determined that a family wants its number on its curb, the first painting team paints a solid color rectangle on the curb at a place designated by the family or the city. Later, another team returns, rechecks the number, and spray paints the house number on the rectangle. If done correctly and neatly, this is a project that can be repeated about every two years. Doing a good job the first time guarantees business for the future.

Yard Signs: Church Promotion with a Purpose

Most digital sign companies now offer inexpensive signs printed on weatherproof plastic boards that look much like corrugated cardboard. A wire stand usually accompanies the purchase of the sign. Several mission groups have contracted to have this type of sign printed with a picture and a message like “An angel from _____ United Methodist Church is watching over this house” or a picture of the church logo or steeple and “We are members of John Wesley United Methodist Church!” These are sold to church members for a profit, which benefits the mission.

Brown Bag Concert Lunches

If your church has an excellent organist, pianist, soloist, or choir, enlist their help for this project. Ask them to donate their talent to raise money for missions for 45 minutes during lunch one workday. Send out invitations to church members and friends of other denominations in your community to come and

enjoy a great concert. Ask them to bring a sack lunch to your fellowship hall during this lunch hour for missions. Use your imagination! Think up a theme. Why not send the invitation and information in a flat brown paper bag (check for correct mailing sizes with your post office) with the instructions to “Fill this with your favorite sandwich and chips and bring it with you.”

Your group should plan to supply drinks but charge for admission or take a love offering. Let the lunch be informal, at community tables, with people eating while they listen to the concert. Offer some announcements regarding the intent of the mission and make a donation box available as people leave. Groups that have done this have often received more than the price of admission toward the mission.

Pumpkin Patches and Christmas Trees

Many church groups have adopted the selling of pumpkins or Christmas trees as their annual fundraising project for missions. There are a number of companies and farms that will sell and deliver truckloads of trees or pumpkins, which you in turn offer at a profit or commission. Mission teams often add more fun and create more business by arranging for a friendly Halloween character to tell pumpkin tales and offer hot chocolate or roasted marshmallows for children and parents on scheduled nights. Purchasing a tree can become a wonderful family outing when refreshments are for sale and Santa visits the church parking lot as the family tree is chosen. The profits from these sales and refreshments are often enough to support missions all year long.

Christmas Eve Mission Project

When Christmas Eve rolls around and there are a few trees left, there is a mission still to do. Take smaller trees or the tops from larger leftover trees to older people in the community who may not be able to have a tree. Simple paper decorations made by children’s church school classes earlier in the season will do for decorations; strings of 20 mini-lights are quite inexpensive. You will not have any trouble selling trees to those who can buy them if they know that you are truly in mission to people everywhere.

After-Christmas Mission Project

Why not invite those who buy trees to return them to the church parking lot after Christmas for disposal? Many cities collect trees to create fish spawning beds in streams and ponds or to help with shore erosion around big lakes or the ocean. Be an active part of your city or state’s environmental efforts. That is mission, too!

Some Additional Ideas Suggested at Annual Conference UMVIM Gatherings

- Getting support via church budget.
- Church suppers—chicken, barbeque, boxed, typical meal of host location, etc.
- Dinner/auction.
- Selling of t-shirts, hats, cups, pens.
- Special offering.
- Car washes.
- Selling of “Love Bonds” or “Shares.”
- Selling of mulch, Christmas poinsettias, and wreaths.
- Garage sales.
- Individual pledges.
- Food and bake sales.

This list is certainly incomplete, but it represents a sampling of ideas from annual conferences across the UMC that work hard to raise funds for their mission experiences.

For fundraising ideas suggested by conferences outside the US, see “Teams Originating outside the USA” in the Specialized Teams section of this manual.

INDIVIDUAL FUNDRAISING

UMVIM opportunities are organized and scheduled by a variety of entities. Individual churches, United Methodist Men’s or Women’s groups, and youth organizations are very active in the mission volunteers ministry that characterizes our denomination today. When the sponsoring group is a smaller organization such as those above, fundraising for mission travel, lodging and meal costs, and construction and medical supplies are often done by the group as a whole. Traditional fundraisers such as after-church dinners, rummage sales, SERRV bazaars, special offerings, selling shares of stock, car washes, and the like work very well to raise funds. When the mission is sponsored by an annual conference or district and individual volunteers are expected to pay a set cost in order to participate in the team, fundraising must usually take a different route.

Individual volunteers have used the following ideas with great success. This list is not meant to be exhaustive but simply a starter that might be shared with people who feel called to mission but whose financial resources prevent them from easily writing a check for the full cost of a volunteer experience. Fundraising is not always easy and few of us are comfortable asking others to share their financial resources. Remember above all that God always provides for those God has called. That does not mean that answering the call will be simple, only that it will be accomplished through our trust in God’s grace and provision.

Letters to Friends and Relatives

We often ask family members and friends to share in the significant occasions of our lives: graduations, birthdays, weddings, promotions, housewarmings, etc. This is most often done by way of an invitation and is usually acknowledged with a gift. Why not look at mission in the same way? It is a significant occasion that often changes our lives and the lives of our families and friends forever. Write a letter to those with whom you would share such occasions, explaining the mission, the needs your team hopes to alleviate, and something about the project you will be working with. Be sure to include a word about your calling. Why exactly do you feel God has chosen you for this particular mission? State the full cost of the mission, what the cost provides, and ask for their help or sponsorship. You might suggest to family members that this would be a preferred Christmas or birthday present. Give full directions as to where gifts should be sent. It is often helpful if another person or your local church agrees to receive and account for gifts (rather than you personally) before they are sent on to the conference or district UMVIM organization. Do not neglect to send thank-you notes before leaving on the mission and to contact the giver with news of the mission upon your return. You might want to count on these same folks again for the next mission! Your personal reports will help them feel they are part of the team. You become their missionary and they will want to continue supporting your efforts if they are kept aware of what their gifts have accomplished. And don’t forget that there is a way you can pay them back. Recruit them to participate personally in the next mission!

Shares of Stock

While this method is largely used for groups, some have also used it for individual fundraising in their own congregations. People usually expect a return on their investment in the stock market, and it is the same in mission. Ask members of your congregation to support your participation by purchasing

shares in \$5 to \$10 increments. Upon return, make a personal visit to each shareholder and report on what their investment did for the people or community to whom you went in mission. Some small souvenir brought from the mission location and given to the shareholder is always appropriate. This need not be a costly gift. After helping replace a floor in a Jamaican church, one missionary brought back pieces of tile from the old floor on which he had inscribed the name, date, and location of the mission and gave these to his shareholders as paperweights. He had no problem getting these same people to sponsor him again. Other types of return on mission investments might be to invite shareholders for dessert and pictures at your home. (Why not make a dessert indigenous to the location of the mission?) Or hold a special program for a Sunday school class that participated in sponsorship. One returning missionary presented handwoven cloth purchased during a Bolivian mission to her church to be made into altar paraments in honor of her shareholders.

Odd Jobs, Such As Silver Polishing and Weeding

Many folks, both young and old, have a few odd jobs around the house that need to be done but which they prefer not to do or would enjoy doing much better if they had company. In your church newsletter or community paper, advertise your services. Pick a few things you do well or go for broke as a jack-of-all-trades when it comes to nonprofessional odd jobs. Some older persons have family silver that needs yearly polishing, not a difficult job but a time-consuming one if you are doing it alone. Often you will find them working alongside you for conversation and fellowship. Weeding the yard or garden, cleaning out closets or the garage, spring cleaning, painting the fence, washing outside windows—all these jobs do not require a professional, and if the amount charged contributes to your participation in a mission, folks will often invent things that they “must” have you do.

Pet- or Housesitting

During summer vacation or business trips, church members often need someone to take care of Fido or Shamu, or to housesit. Single or widowed members of your congregation especially welcome this service. Advertise your services in a community newspaper or church newsletter. Once your reliability is known, it can be almost a full-time job that will feed your mission participation habit all year long. Establish rates for a day or a week. If your personal obligations enable you to stay at the house you are watching, meals are sometimes provided, which means you can save some of your own food expenses toward your mission.

SUGGESTED TEAM MEMBER ASSIGNMENTS

Co-Leader

This person shares administrative responsibilities with the team leader and acts on the team leader's behalf when necessary. Serving as co-leader is good preparation for becoming a future team leader.

Construction Coordinator

This person coordinates all aspects of the construction phase, in conjunction with the on-site construction coordinator, and gives daily briefings to the team on work assignments and safety concerns. He or she compiles a list of tools needed and arranges to secure them.

Fundraising Coordinator

This person promotes trip fundraising in a local church or churches and oversees the gathering of donated items requested by the team.

Hostess Gift Shopper

The hostess gift shopper purchases, or obtains free, simple gifts suitable for the hosts and other local people who will be assisting the team. The team leader should have a good idea of the number of gifts expected and allow for extras. Locally handcrafted, inexpensive, practical items are best. The gifts are simply a token of appreciation and should never be a display of wealth.

Interpreter(s)

If the team is to work with people who speak a different language, it is essential to have at least one bilingual team member, even if interpreters are to be provided by the host community.

Journal Keeper

This person is responsible for the team journal. It may be written by one person, passed around so that each team member writes one day's journal entry, left open for multiple entries, or written each day by a person assigned to submit that day's entry from her or his personal journal. The journal keeper makes copies available to team members upon completion of the mission.

KP (Kitchen Patrol) Leader

The KP leader develops a schedule for regular KP duties during the mission and posts the roster in a prominent location at team headquarters. A good mixture of team members allows for all to participate. Even if food is being prepared and served by the local hosts, it is advisable to assist as much as possible. This creates a feeling of oneness with the host group and goes a long way toward exhibiting true friendship.

Luggage Supervisor

The luggage supervisor coordinates packing, listing the contents of, numbering, and counting all boxes and luggage at all stops.

Packer

This person collects enough boxes or "old" suitcases (to be left with hosts) for team supplies. (Check with hosts to determine any customs restrictions regarding boxes.) At the airport, the packer provides brightly colored tape or tags to identify every piece of luggage.

Photographer/Videographer

The photographer purchases film and is the “official” photographer for the team. It is not advisable for every team member to have a camera, for two reasons: security and ostentation. Once home, the team can have desired film duplicated for personal use. Use caution when bringing expensive items such as video cameras.

Researcher

The researcher studies the history, geography, and culture of the country or location and gives a report to the team at the training retreat. This background information will be helpful once the team arrives on-site, and it complements cross-cultural awareness training.

Scrapbook Keeper

The scrapbook keeper develops a scrapbook of the team members’ home towns and surrounding areas. This is shared with the local hosts at informal times and gives them an opportunity to see where the team members worship, work, and play at home in the US. This small gesture has proven to be very successful in creating and extending friendships.

Spiritual Guide

This person plans for devotionals during orientation and training, develops a schedule for regular devotionals during the mission, posts the roster in a prominent location at “team headquarters,” and is available to assist individuals in devotional preparation. The spiritual guide works with the local community to promote corporate worship experiences, is sensitive to the spiritual needs of the team, and seeks opportunities to promote spiritual growth.

Team Medic and First-Aid Coordinator

This person secures a first-aid kit for the team and is responsible for transporting it and overseeing its use. The ideal person might be a doctor, nurse, EMT, or other person trained in first aid.

T-Shirt Acquirer

This person obtains (free if possible) printed t-shirts for team members. Not all teams are able to do this, and some even wait until on-site to secure team t-shirts. While not necessary, team t-shirts do create a spirit of unity, and have expedited entry into countries (including the US) for many UMVIM teams.

Travel Coordinator

This person negotiates with the travel agent to secure airline tickets and coordinates the team’s movement inside airports. Most groups set aside a day or two for tours and sightseeing. These are important times and can be arranged with the help of the hosts and team leader. Tours generally come at the end of the mission. They not only are fun and educational but also ease reentry into the United States. On the actual dates of travel, the travel coordinator should plan for getting to the airport terminal and moving the team inside it; keep up with baggage claim tickets; keep a set of manifest papers and letters explaining the purpose of donated items; and, if needed, hold and process all travel documents (passports, visas, tickets, etc.) during travel.

Treasurer

The team treasurer collects and keeps the money, handles expenditures, and gives a financial report at the end of the mission.

Vacation Bible School Coordinator

The Vacation Bible School coordinator manages the Vacation Bible School and assigns duties as required. This responsibility requires much advance planning prior to leaving the United States and becomes a focal point for many teams. It is the responsibility of the team leader to discuss the possibility of conducting a Vacation Bible School with the host leader before any plans are made. Highly successful Vacation Bible Schools divide the children into appropriate age groups, then rotate them among Bible story time, music, arts and crafts, and recreation. Coordinated with a theme, this time is exciting and enriching for all. Extravagant materials should be avoided. The use of simple materials allows the host church to continue the concept once the team leaves. Contact United Methodist Women and Sunday school classes for ideas on snack-time goodies, crafts, and so forth. Contact Children's Coordinators for help/involvement.

Van Drivers to and from the Airport in the States

The need for van drivers varies depending on the team.

SUGGESTED FIRST-AID KITS FOR MISSION TEAMS

Buffered aspirin	100 Tablets
Extra-Strength Tylenol®	100 Tablets
Oral thermometer (glass)	2
Alcohol	1 bottle
Cotton balls	100
Band-Aid® medium bandages; butterflies	1 box of each
Q-tips®	1 large package
Sterile dressings, individually wrapped:	
4" x 4"	10
2" x 3" non-stick (Tefla®)	10
3" stretch gauze wrap (Kling®)	4
Eye pads	6
1" paper tape	2 rolls
2" cloth (regular adhesive) tape	1 roll
Antibiotic ointment	1 tube
Non-sterile exam gloves	1 box
Instant ice pack	1
3" Ace® bandage	2
Finger splint	2
Wrist splint	1
Calamine lotion	1 small bottle
Single-use syringes	4
Toothache / oral pain medicine	1
Immodium A-D® caplets	2 packages
Pepto-Bismol® tablets	2 packages
Laxative	1 package
Myoflex® or BenGay®	1 tube
Snakebite kit	1
Cough drops/syrup	1 package/1 bottle
Benadryl®	1 package
Vaseline®	1 jar
Eye drops	1 small bottle
Blood pressure cuff	1
Stethoscope	1
Temporary tooth glue (to glue cap on tooth)	1
Hibiclens®	1 bottle
1% hydrocortisone cream	1 large tube
Sutures	assorted
Hydrogen peroxide	1 bottle
Moist towelettes	20
Motion sickness medication	1
Tweezers	1
Scissors	1
Nitroglycerine, sublingual	1 package

TOPICS FOR TEAM ORIENTATION AND TRAINING

These are the main topics to cover during your team orientation and training. You may choose to have one training for several hours, or break up the training into more sessions.

INTRODUCTIONS

Group Activity/Singing/Devotions

- Joys
- Concerns

Who We Are

- UMVIM history and purpose
- Team member responsibilities
- Covenant for Mission Partnership

Where We're Going, What We'll Do

- Presentation of mission project
- People of the project
- Where we'll stay, eat, work
- Weather information

Spiritual Formation

- Devotions roster
- Music

Travel Plans

- Travel schedule
- Itinerary during mission
- Passports – copies of photo page to team leader
- Visa information
- Customs/immigration information
- Recreation

Cultural Exchange

- Local culture and customs, language
- Cultural dos and don'ts
- Currency
- Photography etiquette
- Gift-giving guidelines
- Culture shock and post-mission depression

What to Take (pack light)

- Review packing list
- Clothing/shoes
- Luggage requirements

Forms

- Turn in all forms and copies of photo pages of passports
- Optional health insurance

Costs—Budget Review

- Project support
- Other costs
- Fundraising
- Donations

Health and Safety Precautions

- Water
- Work limitations
- Prescription meds.
- Vaccinations and preventive meds.
- Websites: < www.cdc.gov >; < www.travel.state.gov >
- Work safety
- Buddy system
- First-aid kit

Emergency Contacts

- Important phone numbers (on-site and in the US)

Involving the Local Church

(See ideas in the Basic Training Manual for Team Leaders section.)

Suggested Team Assignments

(See "Suggested Team Assignments" in the Appendix.)

QUESTIONS AND CONCERNS

Wrap-Up

- Schedule commissioning or mantling service. *(See "A Service of Mantling" in the Appendix.)*
- Discuss/schedule reunion date.
- Draw names for prayer partners.
- Discuss UMVIM t-shirt options.
- Have a closing prayer/communion.

AGENDA FOR TEAM ORIENTATION (FIRST TEAM MEETING)

Set up in advance a table display with papers, maps, brochures, slides, pictures, etc., of the place of mission assignment.

OPENING DEVOTIONS

1 Corinthians 12

Have team write down questions they would like answered by the end of the meeting.

WARM-UP (EXAMPLE)

Participants realize the impact of early parental messages on their lives. Members shake hands with each other while announcing a “memory.” Have them introduce themselves to each other with a present-tense statement of a parental message that they received as a child. For example: “Hello, I’m Jill and I don’t keep my bedroom clean enough.” The one Jill is shaking hands with would say, “Hello, I’m Jodi and I drive too fast.”

OVERVIEW OF MISSION

- Review topics such as construction; medical issues; Bible School; evangelism; tour day.
- Have a brief introduction to the mission location. Distribute handout: test of knowledge.
- Review clothing needs. Distribute handout.
- Review itinerary. Distribute handout.
- Provide addresses and phone numbers in host country. Distribute handout.
- Review immunizations needed; anti-mosquito measures. Distribute handout.
- Provide passport papers (to those who need them) or information on how to obtain them.
- Distribute Mission Policy Agreement, Liability Release, and other forms, and have them completed.
- Set date for training session. Attendance should be mandatory.
- Give initial assignments to team members.
- Go back to personal questions members wrote at beginning of meeting.

CLOSING DEVOTIONS

MISSION TEAM TRAINING RETREAT (ALL-DAY)

- 9:00 Opening devotions
- 9:30 Warm-up exercises (icebreakers and group-builders)
- 9:45 Overview of day
- 10:00 Team training
- Role of team members
 - Construction and/or medical plans (in-depth review of work to be done)
 - Bible School plans (if applicable)
 - Medical plans (if applicable)
- 10:30 Break
- 11:00 Background of country (reports by team members as previously assigned)
- 11:30 Team training continues with cultural awareness/sensitivity exercises.
- 12:00 Lunch
- 12:45 Singing
- 1:15 Team training continues with cultural awareness/sensitivity exercises.
- 2:15 Tying up loose ends
- Update on assignments / additional assignments
 - Plans for packing, travel
 - Date, time, location to meet
 - Transportation to and from airport
 - Supervision of luggage
 - Airport transportation/movers/leaders
 - Collection of all team-member forms
 - Budget review
 - Donations
 - First-aid kit
 - Music for team
 - Daily devotional roster (morning and evening)
 - Kitchen patrol (KP) roster
 - Pastor to be at send-off for prayer with group
 - Proposed daily schedule (handout)
 - Sending Forth Service and date
- 3:00 Questions and answers
- 3:30 Closing devotions with communion by pastor
- 4:00 Departure

MISSION TEAM TRAINING RETREAT (WEEKEND)

FRIDAY EVENING

- **Supper**
- Opening devotions
- Singing and language lesson (if appropriate)
- General UMVIM information and philosophy; explain and distribute Mission Policy Agreement and Liability Release and collect signed forms
- Team responsibilities/plans for construction and/or medical work and VBS if applicable

SATURDAY

- **Breakfast**
- Morning devotions
- Reports by team members on aspects of the country to be visited
- Cultural awareness exercises
- Final plans for packing, travel, etc.; questions and answers
- **Lunch**
- Singing
- More cultural awareness exercises
- Tying up loose ends, update on assignments/additional assignments
- Budget review
- Hostess gifts
- First-aid kit
- Boxes for packing, at church on _____
- Transportation to and from airport
- Airport transportation movers/leaders
- Vacation Bible School snacks
- Team snacks
- Supervision of luggage/boxes
- Kitchen patrol (KP) roster, daily devotional roster for a.m. and p.m.
- Music for team
- Pastor to be at send-off for prayer with group
- Daily schedule (handout)
- Review Sending Forth Service and date
- Questions and answers
- Closing devotions, with communion led by the pastor

ICEBREAKERS

Memories

Participants realize the impact of family traditions. Members shake hands with each other while sharing a memory of long ago. While they move around the room introducing themselves to each other, ask them to share a family tradition they still carry on in their own homes, such as a ritual performed during Christmas, Easter, or birthdays.

Line Up Fast

Divide into two or three groups and stand in a line on different sides of the room. You will call out a series of commands, asking the teams to execute them as quickly as possible. The team that finishes first yells out, “Finished!” Some suggested “commands” are:

- Line up in alphabetical order according to your last (or first) names.
- Line up in order of the longest (or shortest) hair.
- Line up in order of the tallest to shortest.
- Line up according to who has traveled the farthest.

Huddles

At a given command (such as “Huddle four!”), team members “huddle” in groups of the assigned size. Any extras may join a nearby group. Once they are in huddles, call out a topic to share, such as “Name your favorite food!” Give the groups some time, then command another huddle with a new group size and give another topic. Some other suggestions are:

- Name something you like to do on Saturdays.
- Sing a few lines of your favorite song.
- Name a good book you’ve read.
- Name something you were “known for” in high school or college.
- Name a favorite Christmas gift from childhood.

Roundabout Conversations

Divide the team in half. One group forms an inside circle, walking clockwise; the other half forms an outer circle, walking counterclockwise. When told to stop, they face the person in front of them, introduce themselves, and carry on a brief conversation based on general topics you call out. Suggestions are:

- Something you did this summer.
- Something you like to make in the kitchen.
- Your favorite pet (now or in your childhood).

Shuffle Round (good to use at end of training or while on mission site)

Team members stand together in a circle, with arms around each others’ waists. They begin taking small, shuffling steps together to the right until someone calls out, “Stop!” He or she shares something positive about the group, an individual in the group, the training experience, or what was learned while on the mission site.

THE GOOSE STORY

Next fall, when you see geese heading south for the winter flying in “V” formation, you might consider why they fly that way.

As each bird flaps its wings, it creates an uplift for the bird immediately behind. By flying in “V” formation, the whole flock has at least a 71% greater flying range than if each bird flew on its own.

PEOPLE WHO SHARE A COMMON DIRECTION AND SENSE OF COMMUNITY CAN GET WHERE THEY ARE GOING MORE QUICKLY AND EASILY BECAUSE THEY ARE TRAVELING ON THE THRUST OF ONE ANOTHER.

When a goose falls out of formation, it suddenly feels the drag and resistance of trying to go it alone and quickly gets back in formation to take advantage of the lifting power of the bird in front.

IF WE HAVE AS MUCH SENSE AS A GOOSE, WE WILL STAY IN FORMATION WITH THOSE WHO ARE HEADED IN THE SAME DIRECTION AS WE ARE.

When the head goose gets tired, it rotates back in the “V” and another goose flies to the point.

IT IS SENSIBLE TO TAKE TURNS DOING DEMANDING JOBS WITH PEOPLE OR WITH GEESE FLYING SOUTH.

Geese honk from behind to encourage those up front to keep up their speed.

WHAT DO WE SAY WHEN WE HONK FROM BEHIND?

Finally . . . and this is important . . . when a goose falls out of formation because it is sick or wounded by gunshot, two other geese fall out with that goose and follow it down to lend help and protection.

They stay with the fallen goose until it is able to fly or until it dies; only then do they launch out on their own, or with another formation, to catch up with their group.

IF WE HAVE THE SENSE OF A GOOSE, WE WILL STAND BY EACH OTHER LIKE THAT.

Used with permission of Dr. Browne Barr, Pastor Emeritus of First Congregational United Church of Christ, California, from his book *High Flying Geese: Unexpected Reflections on the Church and Its Ministry*, HarperSan Francisco, 1983.

CULINARY DELIGHT

I don't want to inconvenience,
But if it's not too much trouble,
Bring me ice cubes for my Coke,
And bring them on the double.

And get me a Big Mac with fries
Instead of those odious dishes.
I don't know how I could quite digest them;
You know there are heads on those fishes?

Those withered potatoes are tasteless,
The spices are truly alarmin'.
So delicate is my digestion
That I've used up my last roll of Charmin.

SANTA CLAUS

I've come as an ambassador
From my church overseas
With trinkets and junk jewelry
All brought here just to please.

I know you'll think I'm wonderful
For bringing all these things:
Colored balloons and pencils and
A dozen dime-store rings.

I'd like to seem benevolent
Like Santa or his elf,
But thoughtless giving cheapens,
And it doesn't share myself.

INVITATIONS

"Why don't you come up and see me sometime?"
Is not just a meaningless phrase,
For some people took it quite literally,
And now they are counting the days.

They've packed all their bags and are waiting for me
To act as their host in the States,
To feed them and clothe them and get them a job
And find them all suitable mates.

And yes, I guess I should acknowledge
That all the blame starts here at home:

I'll speak in clichés in the US of A
But watch what I say when I roam.

KING JAMES

Hello, I have flown in to bring you my God,
Not knowing you've served Him for ages,
And with me I bring you the mighty King James
More pious than all modern pages.

I'm going to save you,
You poor heathen wretches.
I know the Lord would hold me liable.
If I can't convert you and make you like I am,
I'll flagellate you with my Bible.

BIG MOUTH

What kind of pointless gibberish
Is that stuff which you talk?
I think you should speak English
Rather than your ugly squawk.

I guess I'll simply shout at you,
Since you're not from my land;
I'll stamp my feet and wave my arms
You're sure to understand.

And if my wild gyrations
End up not making sense,
I'm sure you'll be as big as I
And will not take offense.

MONEY BAGS

In all my worldly travels
There's one thing I have found:
As long as I dole out the dough,
I've lots of friends around.

I push my worldly wealth at you,
Though I suspect I'll find
There must be other riches
Of a far more lasting kind.

CHECKLIST AS I FACE A NEW CULTURE

- ☐ I respect the opinions of others, even if I don't agree with them.
- ☐ I interact well with people different from myself in age, race, economic status, and education.
- ☐ I do not have to understand everything going on around me.
- ☐ I can readily change my plans to adapt to a new situation.
- ☐ I can laugh at myself and at difficult situations.
- ☐ I can be flexible with my schedule or put it aside for someone else's needs.
- ☐ I do not get frustrated when I have to wait.
- ☐ I am curious about new people, places, and things. I'm always asking questions.
- ☐ I do not need to be entertained. I don't get bored easily.
- ☐ I can "hang in there" even when things seem impossible.
- ☐ I can make mistakes and learn from them without feeling guilt or a sense of failure.
- ☐ In a strange situation, I watch and listen before acting.
- ☐ I am a good listener.
- ☐ I observe other people's reactions.
- ☐ I am open to new ideas and new ways of doing things; I am willing to try out new things.
- ☐ I do not have to see concrete achievements to feel that I am accomplishing something worthwhile.
- ☐ I am willing to see my idea proved wrong and another's idea accepted.
- ☐ I do not feel frustrated when we can't get to the point.
- ☐ I am willing to work with people who aren't like me.

ESSENTIAL KEYS TO INTERCULTURAL COMMUNICATION

- Show empathy for the feelings, values, needs, and insights of others.
- Make your communication positive and pleasant, an evidence of your goodwill and sincerity.
- When feasible, use the language and manner of expression of the other people.
- Show you care inoffensively. When you pay the price of research, you reap the reward.
- Let your praise be appropriate and sincere. Use caution if criticism is necessary.
- Where possible, suspend judgment until all the facts are in, especially during conflict.
- Demonstrate your trustworthiness by keeping your word.
- Keep the confidences of those with whom you communicate.
- Become increasingly aware of and continually use feedback received from other people and other sources to make communication complete.

A CODE OF ETHICS FOR TOURISTS

- Travel in a spirit of humility and with a genuine desire to meet and talk with local people.
- Be aware of the feelings of the local people to prevent what might be offensive behavior.
- Photographers particularly must be respectful of people's right to privacy.
- Cultivate the habit of listening and observing, rather than merely hearing or seeing.
- Realize that other people may have concepts of time and thought patterns that are not like yours—not inferior, just different.
- Instead of seeing only the “beach paradise,” discover the richness of another culture and way of life.
- Get acquainted with local customs and respect them.
- Rather than showing that you know all the answers, cultivate the habit of listening.
- Remember that you are only one among many visitors—do not expect special privileges.
- If you want a “home away from home,” why bother traveling?
- While bargaining for goods, remember that the poorest merchant will give up his/her profit rather than his/her dignity.
- Make no promises to local new friends that you cannot keep.
- Spend time reflecting on your daily experiences in order to deepen your understanding. What enriches you may be robbing others.

THE TEN COMMANDMENTS FOR UMVIM TEAMS, VERSION 1

1. Thou shalt not expect to find things as thou hast them at home, for thou hast left thy home to find things different.
2. Thou shalt not take anything too seriously, for a carefree mind is the beginning of a fine mission experience.
3. Thou shalt not let other team members get on thy nerves, for thou art ready to have a good time.
4. Remember thy documents so that thou knowest where they are at all times. A person without documents is a person with big problems.
5. Remember to take only half the clothes thou expectest to need and twice the amount of money. What thou hast is generally far better than what those have with whom thou wilt live and work.
6. Remember: if we were expected to stay in one place, we would have been created with roots.
7. Thou shalt not judge the people of a country by the one individual with whom thou hast had trouble.
8. Thou shalt not make thyself too obviously American . . . English . . . whatever. When in Rome, do as the Romans do.
9. Thou shalt not worry. They that worry have no pleasure. Few things are ever fatal. Thy team leader, the local UMVIM Coordinator, and the Lord will care for thee.
10. Remember that thou art a stranger in the land and that those who treat their host with respect shall in turn be treated as honored and much-loved guests.

THE TEN COMMANDMENTS FOR UMVIM TEAMS, VERSION 2

1. Thou shalt go as a loving servant/representative of Jesus Christ, who says, “I was hungry and you gave me to eat, thirsty and you gave me to drink, needed clothes and you clothed me, sick and in prison and you looked after me.”
2. Thou shalt plan thoroughly in advance of and during the mission, and work like crazy! But thou shalt not bite off more than thou canst chew! Earlier dry runs are good. Motto: The meek shall not inherit the work.
3. Thou shalt utter frequent prayers, especially quickies like “Help us, Lord!” or “What now?” or “Calm me down, God!” and leave some of the results to God, expecting miracles of meshing. This means that thou shalt alternate between “being still and knowing” and “getting up and going.”
4. Thou shalt sing and laugh a lot. UMVIM is fun and joyous. Thou needest neither guitar nor organ to produce joyful tunes. Sing with the local people.
5. Thou shalt follow the leader and the plan, working enthusiastically but flexibly. Earnest volunteers frequently make checklists and confer constantly with local leaders.
6. Thou shalt support others even in their imperfection, and be willing to sing alto if there are enough sopranos.
7. Thou shalt not be picky, preachy, or pushy. Thou shalt eat what is set before thee (or at least nibble) and not compare it to home cooking. If preaching, thou shalt do it upon request, but remember that Jesus mostly taught lovingly and simply.
8. Thou shalt be tactful, especially about local conditions, and thou shalt not compare them to “back home,” which is, of course, near perfect.
9. Thou shalt clean up after thyself, leaving the place better than thou foundest it (unless that would embarrass those thou art working with), and thou shalt follow up with contacts, letters, other projects.
10. Thou shalt give credit to God, being ready to say always and graciously, “Don’t thank us—thank God!”

Blessed are the flexible, for they shall not be bent out of shape.

SOME DOS AND DON'TS FOR UMVIMERS

DOS:

- Observe local customs about shaking hands (sometimes it is done on entering and on leaving), kissing on one or both cheeks (women; giving “abrazos,” or hugs). If in doubt, ask your host to explain what is proper.
- Eat what is offered, and do not ask for or hint at anything not offered. (Luke 10:8)
- In most cultures, you should take time for polite conversation before talking “business.”
- If any gift giving is done, do it discreetly and not ostentatiously. Ask your host what to do about giving to beggars, and follow that advice.
- Be aware that in some cultures, people maintain a closer distance when engaged in conversation than we North Americans do.
- Be aware that in some countries, toilet paper may not be put in the toilet but must be put in the wastebasket. Ask if you are not sure. A stopped-up toilet is very unpleasant to deal with.
- Learn as much of the local language as you can, and use it every chance you get.
- Be prepared for worship services that are very different from those you are accustomed to, either more formal or much less formal, even charismatic/Pentecostal.
- Be prepared to give your personal testimony, to pray aloud, and possibly to preach.
- Smile!

DON'TS:

- Don't take pictures of anything military unless your host says it's okay.
- Don't waste water. Use it sparingly for showering, bathing, laundry, etc. Don't waste food. Take what you want; eat what you take. If you are being served, it is permissible to say “Just a little, please,” or “No more, thank you.” Don't eat raw vegetables or unpeeled fruit unless they have been washed in water treated with chlorine or iodine.
- Don't drink untreated water unless you know beyond a shadow of a doubt that the water is completely safe for drinking. Bottled water is available in most countries; boiling 15-20 minutes is a good alternative; water purification tablets should be potent enough to guard against Giardia as well as common bacteria. Don't use ice, unless you know it is made with pure water.

INTRODUCTION

- Refer to the story of Elijah's passing of the mantle to Elisha in 2 Kings 2:8-15.
- After telling this Bible story, say the following:

"This story represents the passing of responsibility from Elijah to Elisha. Today we want to place this mantle on you as a sign of your leadership in this time and place. Others have come before us; others will follow us. During this mission, we are here as chosen servants of Christ."

MANTLING WORDS

- "May the Lord fill you and bless you as you work in ministry in this place."
- Other stories may be used, such as:

Jesus washes the feet of his chosen ones, girding himself with a towel in the form of a servant, and asks his followers to do the same. (John 13:1-11)
- "The mantle placed on you this day is to remind you (choose one) . . .
 - . . . of the presence of the Holy Spirit to empower, to protect, and to inspire you.
 - . . . of the people we have sent you to (with love and prayers and support).
 - . . . of your chosenness to carry on the representing of Christ as his servant, receiving the mantle passed from those who have gone before you in this good work."
- "Servant of Christ, wear the mantle as a reminder (choose one) . . .
 - . . . of the presence and power of the Holy Spirit.
 - . . . that you are the hands and feet of Jesus.
 - . . . of the love from the Church which sends you.
 - . . . that Christ has chosen you to make his glory known in others."
- "Mission work is not a task for individuals. The Lord sent his disciples into the world in small groups, not as individual heroes or pioneers. We are sent out together, so that together—gathered by one Lord—we can make him present in this world. Many of us are eager to go out and to start working as soon as possible, with or without words. It is certainly a sign of zeal, goodwill, great energy, and generosity. But first of all, let us look at each other, recognize each other's suffering, and come together as a living body to pray and to share our joys and hopes, our fears and pains. This experience of belonging to each other by our common love for our Lord and our common awareness of our task can create a space into which God's Spirit will descend and from which we can go out in many directions without ever feeling alone. After all, the first and most important witness is to them who can say of us: 'See how much they love each other.'"^{**}

* Adapted from a service created by Rev. Deborah Campbell, Rev. Stan Ling, Rev. Ben Weisbrod, and Martha Brice, West Ohio Conference UMWIM.

** Henri Nouwen in his book *Gracias!*

UNITED METHODIST VOLUNTEERS IN MISSION

To be used the Sunday before United Methodist Volunteers In Mission leave for their missionary service.

Pastor to Congregation: Friends and members of [name of church], Jesus Christ sent out his followers into all the world to bear witness to the coming of the Kingdom of God and to serve humankind. They did so rejoicing. Because of their witness and that of all who succeeded them, the gospel still challenges us to witness and service. These persons who stand before us continue that tradition. Today this congregation sends them forth, in the name of Christ, as our United Methodist Volunteers In Mission in service at [name of project or host agency].

Pastor to Volunteers: Do you as United Methodist Volunteers In Mission promise you will be faithful servants of Jesus Christ? Will you adhere to the purpose and goals of the mission project? Will you keep faith with others with whom you serve so that by your work, study, and worship, Jesus Christ may be glorified?

Volunteers: We will.

Pastor to Congregation: Do you, the members of this congregation, promise to support these persons through prayers for the success of their mission and for their safe return? Do you pledge to continue your support when they return by expressing interest in their experiences?

Congregation: We do.

Pastor to Volunteers: In the name of our Lord Jesus Christ, and by the authority vested in me as pastor of this church, I charge you to serve as United Methodist Volunteers In Mission for the project you are about to undertake. Go with joy. Witness for your Master. Represent your church. Encourage and inspire all of us in our Christian commitment. And may God richly bless and keep you on your mission.

Amen.

Organizations to Contact for Medical Supplies

4 H.I.M. (His Healing Helping Hands International Ministries)

Box 177
16325 N. Santa Fe, Suite F
Edmond, OK 73013

sandyo@4-him.net
<www.4-him.net>

Currently operates a small warehouse for the collection of in-kind donations of medical supplies of all types and various other resources that enable teams to meet the needs of local and global communities.

Blessings, International

Harold C. Harder, Ph.D.
5881 S. Garnett
Tulsa, OK 74146

Phone: 918-250-8101
Fax: 918-250-1281
info@blessing.org

<www.Blessing.org>

Prescription drugs can be ordered by any health professional with US prescribing privileges.

CHOSEN Mission Project

Rick King
3638 W. 26th St.
Erie, PA 16506-2037

Phone: 814-833-3023
Fax: 814-833-4091
rick@chosenmissionproject.org

<www.chosenmissionproject.org>

Large medical and hospital equipment. Offers technical advice about installation and maintenance, and instruction in infection control measures. Charges 18% of fair market value, plus shipping.

Christian Dental Society

P.O. Box 296
Sumner, IA 50674

Phone/Fax: 563-578-8887
cdssent@iowatelecom.net

<www.christiandental.org>

Portable dental equipment that can be rented is available to current CDS active members.

Glasses for the Masses

Fairview UMC
2508 Old Niles Ferry Rd.
Maryville, TN 37803

Phone: 865-983-2080
<<http://www.fairview-umc.org/index.htm>>

Receives donated glasses, labels them with a prescription, and makes them available to mission teams.

Dr. Ed Hagan

114 Morningside Dr.
Sylvania, GA 30467

Phone/Fax: 912-564-2173
Fax: 912-564-9349

Has access to two dental units, including chairs, and dental equipment for use by teams.

Hampton Research & Engineering, Inc.

Dr. William Harris, President
3108 N. Santa Fe
Oklahoma City, OK 73108

Phone: 405-232-5103
Fax: 405-232-5104
hampdent@swbell.net

Source of portable dental equipment at discount. They work very closely with developing specialized portable dental equipment for Dr. Ron Lamb and his World Dental Missions Warehouse, and with the Christian Dental Society.

Interchurch Medical Assistance, Inc. (IMA)

Paul Derstine, President
Don Padgett, R.Ph., Pharmaceutical Svcs. Dir.
P.O. Box 429
New Windsor, MD 21776
Contact person: Patty Ditzel

Phone: 410-635-8720
Fax: 410-635-8726
imainfo@interchurch.org
<www.interchurch.org>

Has extensive stocks of donated and purchased drugs and medical supplies. These can be ordered by an MD with a DEA number. Contact IMA and request a current list of available drugs and supplies and an application form. IMA also has available their Medicine Box, which is a prepackaged, ready-to-transport unit of WHO-recommended drugs. IMA also has a Medicine Box program that allows churches and other groups to purchase over-the-counter products and send them to IMA, where they are repackaged, checked for dating, supplemented, and sent to overseas locations. IMA can also handle larger-sized and container shipments on request.

International Aid

Myles Fish, President
Wendy Jobin, Mission Resource Team Leader
17011 W. Hickory
Spring Lake, MI 49456-9712

Phone: 616-846-7490
Fax: 616-846-3842
ia@internationalaid.org
<www.internationalaid.org>

Major source of medical equipment. Power-source/country-suitable restored medical equipment available. Provides technical training for operators and repair technicians, both on-site and overseas.

King Benevolent Fund, Inc.

Art Yannucciello, Operations Manager
1119 Commonwealth Ave.
Bristol, VA 24201

Phone: 540-466-3014
Phone: 800-321-9234
Fax: 540-466-0955

Provides a variety of short-dated medicines, both prescription and OTC, from many sources for distribution by missionaries. Drugs must be ordered by an MD/DO. Obtain Mission Supply Request Form from Roger Boe, MD, UMF/HCV, 208-234-4159, boeroger@ida.net, or from Rev. Nick Elliott, sejinfo@umvim.org. Fill it out and send it to King at least two to three months before trip. An inventory list and details of the ordering process will then be sent to you.

**MAP International
International Medical Resources (IMR)**

Contact: Customer Services Phone: 912-265-6010 or 1-800-225-8550
2200 Glynco Parkway Fax: 912-265-6170
P.O. Box 215000 (Zip: 31521) map@map.org
Brunswick, GA 31525 <www.map.org>

Has pharmaceuticals and medical supplies by individual request. Orders require the signature of a licensed practitioner (MD, DO, PA, etc.). Contact MAP for an order form and instructions. All eligibility forms are also available on the website. MAP offers the Travel Pack, a prepackaged unit of essential drugs and supplies ready for air transport. Check the website or contact MAP for the latest contents and pricing. Phone: 912-265-6010 ext. 6678 or prepack@map.org. Customized and larger-volume orders can also be processed from a list of available inventory upon individual request. In addition, an extensive list of European generics can be ordered for shipping only to your mission site. They cannot be shipped to a US address.

Medical Bridges, Inc.

Ellen Peterson, Director of Operations and Development Phone: 713-748-8131
PO Box 300245 Fax: 713-748-0118
Houston, TX 77230-0245 ellen.peterson@medicalbridges.org
Street address: 2706 Magnet Street, Houston, TX 77054 <www.medicalbridges.org>

Collects and distributes a wide variety of medical supplies and small medical-surgical equipment. No dental supplies. Can supply both clinics and hospitals. Can handle large container-sized shipments. Contact them with your needs.

MedShare International, Inc.

A. B. Short, Executive Director Phone: 770-323-5858
3240 Clifton Springs Rd. Fax: 770-323-4301
Decatur, GA 30034 info@medshare.org <<http://www.medshare.org>>

Receives and distributes medical supplies and equipment from Atlanta-area hospitals.

Northwest Medical Teams

Tammy Kurtz Phone: 1-800-959-HEAL
P.O. Box 10 <<http://www.nwmti.org>>
Portland, OR 97207-0010

Sends teams and volunteers to many locations. Also has available medical supplies and small, non-electrical medical equipment, some dental supplies, limited pharmaceuticals. Has basic kits of supplies. Contact them for ordering information.

Project C.U.R.E.

9055 East Mineral Circle
Suite 200
Centennial, CO 80112

Phone: 303-792-0729
Fax: 303-792-0744
projectcureinfo@projectcure.org
<www.projectcure.org>

Prepackaged C.U.R.E. kits containing basic medical supplies and medicines, suitable for teams. They also handle container shipments to established mission hospitals and large clinics.

Project 20/20

Nevin Robbins
Emmanuel UMC
2404 Kirby Rd.
Memphis, TN 38119-6606

Phone: 901-754-6548
<<http://www.emmanuelmemphis.org>>

Receives discarded eyeglasses and sunglasses, labels them with a prescription, and provides them to optometry teams.

Rotary Club Morning Foundation

Kerrville Texas Rotary Club
Morning Foundation
Jack A. Thurmond, MD
206 Spring Mill Dr.
Kerrville, TX 78028

Phone: 830-896-0226

UMVIM Warehouse

Dr. R. B. "Bud" Antley and Dr. James Mitchell 803-532-9870 (Antley - O)
117 W. Church St. 803-698-4652 (Antley - H)
Batesburg/Leesville, SC 29006 803-532-4491 (Mitchell)

UMVIM warehouse for medical supplies for any team in the Southeast that needs them. Will pick up medical, dental, and other supplies if possible.

World Dental Relief

Dental Missions Warehouse
Dr. Ron Lamb, President
P.O. Box 747
Broken Arrow, OK 74013-0747

Phone: 918-251-2612
Fax: 918-251-6326
dentalreliefinc@aol.com
<www.dentalrelief.com>

Usually 15% of value is charged plus shipping; occasionally just shipping is charged for some items.

The IMA Medicine Box is a program of the United Methodist Committee on Relief and Health and Welfare Ministries in cooperation with United Methodist congregations and Interchurch Medical Assistance, Inc. (IMA), a nonprofit organization supported by several church relief and development organizations.

What Is a Medicine Box?

The Medicine Box contains 16 essential medicines and medical supplies—enough to respond to illnesses and injuries in a population of 1,000 people for a period of two to three months. These are basic medicines and supplies needed for the day-to-day treatment of the common ailments that plague babies and their mothers, children, youth, and adults.

Why Is It Needed?

Many clinics and hospitals do not have enough medicines available on a regular basis. With the help of caring United Methodists, Medicine Boxes can be prepared and shipped to hospitals and clinics for use in community health programs and emergency medical response programs around the world and in the United States. They provide essential items when a disaster strikes.

How Can Your Congregation Help?

Your congregation can play a direct role in saving lives and alleviating human suffering by putting together a Medicine Box with six over-the-counter products and supplies plus raising \$375.00 to cover the costs of prescription medications that will be added to the box by IMA. The value of each Medicine Box, after IMA assembles it with pharmaceutical company donations and purchases, is approximately \$4,500.

To find out how to assemble a box, send a request for the *Guide for Assembling the Medicine Box* to:

Health and Welfare Ministries
General Board of Global Ministries
475 Riverside Drive, Room 330
New York, NY 10115
Phone: 212-870-3683
Fax: 212-870-3624

Or you may make a monetary donation through Advance Special #982630.

THE UNITED METHODIST COMMITTEE ON RELIEF (UMCOR)

The United Methodist Committee on Relief (UMCOR) “exists to assist United Methodists and churches to become involved globally . . . in direct ministry to persons in need through programs of relief, rehabilitation, and service, including issues of refugees, hunger and poverty, and disaster response; and to assist organizations, institutions, and programs related to annual conferences and other units of The United Methodist Church in their involvement in direct service to persons in need . . .” (§1326, *The Book of Discipline* 2004)

For over 60 years, UMCOR has been the arm of The United Methodist Church that has acted swiftly and with compassion to help those in need. UMCOR’s creation in 1940 grew out of the pressing needs of prewar Europe and Asia. In subsequent years, UMCOR has continued to respond in the spirit of Jesus Christ to people throughout the world who find themselves in need. UMCOR works in three fundamental areas: Emergency Response, World Hunger/Poverty, and Refugee Ministries.

WHERE YOU CAN FIND UMCOR RESOURCES

A host of brochures, posters, and videos are readily available. Most are free except for postage and handling.

Printed materials may be ordered by stock number from the Service Center, General Board of Global Ministries, 7820 Reading Road, Callers No. 1800, Cincinnati, OH 45222-1800. Phone: 800-305-9857. Web Address: <www.scorders.org> E-mail: scorders@gbgm-umc.org

Audiovisuals may be borrowed from your conference AV library or purchased from EcuFilm, 810 Twelfth Avenue South, Nashville, TN 37203. Phone: 888-346-3862. Web Address: <www.ecufilm.com>

You can find a variety of information about the current work of UMCOR from the website: <<http://gbgm-umc.org/umcor>>.

ADDITIONAL RESOURCE LOCATIONS

UMCOR Hotline: 800-841-1235. This 24-hour phone line plays a recorded message updated at least once a week. It gives current information about the activities of UMCOR around the world.

UMCOR Information Line: 800-554-8583. This phone line is in operation from 9:00 a.m. to 4:30 p.m. EST, Monday through Friday, with the exception of major holidays.

UMCOR Material Resources Line: 800-814-8765. Call for information on material resources and shipping.

By Philip Beal, United Methodist Volunteer In Mission from West Michigan Blue Sky Media Ministry

The following information is for people serving in a mission field as well as videographers for Volunteers In Mission trips. Many people who have experience with camcorders will be quite familiar with the suggestions offered in Part 1. Others may find some new ideas. Part 2 is intended for those who wish to have their footage edited into a production piece for presentation to churches and groups. They can employ a trained editor in the vicinity or they can send the material to another video editor.

Part 1: Using a Camcorder

- **Date and Time Index:** Turn off these indicators so they won't appear on the video. They are good features for home videos but not on a video that will be edited and produced. It's better to record the date and time in a separate notebook, along with the log of the different scenes you shoot. (See important logging suggestion below.)
- **Footage:** Start the camcorder at least five to eight seconds before the action you hope to record, and continue shooting until at least five to eight seconds after the desired scene has ended. Shoot too much footage rather than too little, while avoiding long continuous takes of the same thing.

Logging

Label the tapes you use with a basic description of the various scenes they contain. Whenever possible, log footage as you go, i.e., record the beginning and ending counter numbers and the subject.

Natural Sound

Ordinarily, do not narrate over the video. That is fine for home movies. Allow the viewers to hear the sounds you're hearing: a busy street or market, congregational singing, children playing, birds or bugs. Occasionally, narration over the video adds a "live" element that encourages subjects to speak to the camera.

When filming a worship service or group singing, leave the camera running during the song. Continue to record the entire song, even if the video portion might not be entirely useful. The sound can be very important for later editing into the program.

Use Close-Ups

A distant lineup of people, choir members, workers, students, patients, etc., may be okay for a brief setting of the scene, but then move in closer, physically or by zoom, and show the faces, the hands, the tools, the hymnal, the paint brush, the Bible, the feet, etc. Don't be afraid to zoom in to full headshots of people, especially when they are singing, teaching, playing, or being interviewed.

Remember, steady as you go.

If prevented by crowds from seeing the action, try to stand on something higher. In a pinch, you can hold the camcorder over your head, but the results may not be useful. If you have a flip-out screen you can face it down to view what you are shooting.

Focus on Faces, Not Backs

It can be intimidating, but go up to the front of the classroom or the church or the scene people are watching and shoot the faces of the participants. Yes, you want to be unobtrusive and sensitive, but watch for opportunities to bring back more meaningful footage of people's involvement.

Background Movement

Watch for background movement or images that might distract from your subject.

Use of Zoom

Be sparing with use of the zoom. Try zooming in before the shot begins, taking close-up footage, and then backing out. Too much zooming in and out is tiresome to watch.

Headings and Closings

Watch for scenes, signs, and situations that would make good opening and closing scenes for the program. A close-up of the church window, a sign with the city's name on it, a flower arrangement on the altar, or a special person could be used in the introduction. A sunset over the church you just roofed might make a nice ending.

Panning

Whenever you move the camera from one side to the other, you are panning.

- **GO SLOWLY!** One of the major mistakes made by videographers is panning too fast. Practice with your camera before going on your mission trip. Go slower than you think you should.
- Pan in only one direction. Don't go back and forth.
- An effective technique is to start with the whole scene, for example, an entire choir singing. Then zoom in to a tighter view of one end of the choir to see individual faces and slowly pan across the group. Remember: When zoomed in on a subject, pan even slower and hold the camera even steadier.

Hold the Camera Steady

Yes, the "steady shot" feature on many camcorders is good, but not enough by itself. Whenever possible, use a tripod, or at least a monopod (a single-leg support). Learn and practice the steadiest ways to hold and operate the camcorder. Try holding it from the bottom with one hand rather than with your hand through the strap. Or use two hands, with one hand supporting it from the bottom.

Brace your elbows against your sides. If shooting from a low position, rest the camcorder on your knee. When standing, back up to a post, building, railing, or even a tree to steady yourself.

Open Both Eyes

Practice opening both eyes while filming so that you are aware of what is happening on all sides of the subject. You may want to include more or less in your scene. It also provides better stability and safety if you are moving.

Special Effects

If you intend to edit your footage yourself, you may want to use some of the effects available on your camera, such as fade in and fade out. However, if a professional will edit your footage, use few if any

special effects with the camera. They can be limiting to the editor, who has the option of many more effects and can apply them in better ways and in better places when editing the whole story.

Framing/Composition

- People who are standing close together make a better picture than those standing far apart.
- When people are entering or leaving the frame, it is best to have the recorder on before they enter and not to turn it off until they have fully exited.
- When shooting single subjects, it may be better to frame them off center for a more interesting shot. (See “Rule of Thirds” under More Advanced Ideas below.)
- As in still photos, it is sometimes good to include a tree or flowers or something in the foreground to lend interest to the shot and frame it well.
- Look for angles that might make interesting shots, or elevations that can afford an interesting view.

Lighting

When filming people, watch for the best lighting. For an outdoor interview, keep the sun to your side and back. Avoid full frontal lighting for an interview, as it makes the subject appear flat and lifeless. Also, for an interview, do not let the light be too high over the subject as it causes deep shadows under the eyes and nose. Shooting in open shade would be better.

If at all possible, avoid strong backlighting. Backlighting is when the main source of lighting comes from behind the subject, leaving the side facing the camera in shadow. Yes, camcorders have a handy device to offset backlighting when necessary. Practice so that you know how this button works and how it looks on the video. The button may not be necessary in some situations.

Interviewing

When interviewing, move the camera in close enough so that the sound will be picked up well with the on-camera microphone. The interviewee should not look directly into the lens, but rather slightly to the side of the lens. The interviewer should sit just to the side of the camera and encourage the person to look directly at him or her.

The interviewer should ask questions that encourage the interviewee(s) to tell stories. Ask people about what they have done and why they chose that action. Get them to share their hopes and visions for the future. Make sure all the information for the story you want to tell is in the answers they give.

Before interviewing, remind your subjects to look at the interviewer and not the camera. Also make sure that they understand that the questions may not be in the final edit so they need to answer in full sentences. For example, if you ask them about their vision for their job in the future, they should respond by saying, “My vision for my position is . . .” so that the viewer will have a context for the answer.

Sound

For general video shots, the built-in microphone is usually adequate and sometimes surprisingly good. Be aware that background sounds and noises might interfere with the audio that you desire. Use earphones plugged into the “phones” jack of the camcorder to check what the microphone is picking up. Any earphones for portable cassette or CD players will do. Often the microphone will pick up wind

noise that you wouldn't notice with just your ear. Many camcorders have a button to suppress wind noise. Or you can use a cheap windscreen from a place like Radio Shack.

For an interview, do not allow the camera to be further than five feet away from the subject. If you have a lavalier microphone, use it. It should be pinned or clamped to the shirt in the chest area. Avoid putting it between two layers of clothing, as it can pick up the sound of cloth rubbing against it. For a narration, try to record in a room that is acoustically "dead." A living room with soft furniture, drapes, etc., would be better than a room with all hard surfaces. You may want to use a bedroom or a large closet. Perhaps you can hang blankets, a comforter, or scrap carpet to deaden the acoustics. Turn off the air conditioning, the heat, or fans. Have the microphone as close as possible to the face of the person.

More Ideas

Be observant when watching TV. Notice how scenes are framed, how the camera moves, what shots are effective. Notice how close the close-up shots go in. Notice how scenes start with close-ups and then back off. Don't pay much attention to the transitions, as the editor will provide those.

More Advanced Ideas

- **Manual Focus:** To focus the camera properly in the manual mode, zoom in on the subject you want to be the clearest and focus. The subject should fill the whole viewfinder. When the subject is in focus, use the zoom control to get to the image size you want and compose the shot. You are now ready to record.
- **Depth of Field:** An effective technique for close-up or foreground shots is to use the manual focus tightly in the telephoto mode and focus on the person or subject. The background will then be out of focus and give more attention to your subject. Likewise, you can focus on the background and the person or subject in the foreground will be fuzzy.
- **Rule of Thirds:** Subjects should rarely be centered, as they look "static." It is good to keep in mind the Rule of Thirds, which states that if you divide the picture into thirds both horizontally and vertically (creating an imaginary tic-tac-toe grid), it is often a good idea to put subjects on the lines or where they intersect.

Part 2: Preparing to Edit and Produce Your Video

Editing and production means the cutting and selection of desired video footage and the use of transitions, titles, special effects, musical backgrounds, and possible narration.

Length

Plan for a video no longer than 12 minutes. Yes, that seems too short to include all your favorite shots and all the things you want to say. Nevertheless, 12 minutes can be very effective, and even a bit shorter wouldn't hurt, to allow for an introduction and credits at the end.

Narration or No Narration

You have a choice whether or not to use any narration in your video. If you want a narrator, you must begin your project by writing a script. Include what is important to you and what you want the video to convey. Don't use too many words or long explanations. Because the video will tell the story also, your comments can be brief.

After doing a draft of your script, read it out loud, as though you were actually narrating the video, and time yourself. Make sure that you have enough video to cover all of the narration. Condense, condense, condense until you have a clean, clear, and interesting script. Remember that there are times when the video will be running scenes for which there is no narration. So be brief, and make the script several minutes shorter than the overall length of the video.

An effective program can be produced with no narration. It is still necessary for you to plan what scenes you want and where, almost like a script. It would also be helpful if you could provide the editor with a synopsis of the story and a brief idea for whom the video is intended.

Control the tempo of your video by giving thought to the length of each scene. Sometimes people use a large number of short scenes, shots, photos, etc., that move quite rapidly and tell the story. Of course, you will want an appropriate musical soundtrack that complements the story.

Video Log

Starting from the beginning of each tape (and zero on your camera counter), write down each subject on the video, with starting and ending figures from the counter. Clearly mark the names of people, places, and events for use by the editor. In the event that similar footage appears on more than one tape, try to distinguish it on the log.

Using only a few words, describe each shot. For example:

1:00 Wide shot of church and people

1:27 Close-up of pastor

Guidance for the Editor

Indicate any preferences you have for desired footage, such as favorite scenes you would like included. If a certain piece of audio (music, background, etc.) is particularly desired at a particular spot, so indicate. If you have a preference for when/where certain shots should appear, so indicate. (Allow the editor some discretion in placement of the footage.)

Transcript of Interviews

Write down the interviews word for word. If they aren't in English, provide a translation, but don't translate on tape during the interview. You or someone you choose can record the translation or the editor can do it for you.

Background Music

Try to locate appropriate music that can be used for background for the video. Of course, music characteristic of the location and people is best.

If you have a good tape recorder (any fairly new cassette or mini-cassette recorder), you can tape live music. Get as close as possible to the source when you do the taping. Practice with the recorder at home first, with both indoor and outdoor events, so that you are familiar with the best ways to use it.

Note: You can effectively record sound on a camcorder. Just start the camcorder before the beginning of the sound you want to capture and let it run until the sound is finished. The microphones on the camcorder can do an excellent job of recording. The editor can use the audio track without the video.

A group that went to Costa Rica brought back a CD and tape by a Christian group from that country. Look for CDs or cassette tapes for sale in your work location. Ask the local people for help in finding something representative of their area.

Use of Additional Photos, Slides, etc.

If you or members of your group have photos or slides, send them along with your video and script to the editor. If you have any artifacts that could enhance the story, include some still or video shots of them as well; if they were taken on the site of your project, so much the better.

Identify People and Places

When sending materials to the editor, include the sponsoring organization (church, etc.), names of all participants, exact location of the trip, time, and dates. You might want to include a good map suitable for video, showing the location of the project.

Anecdotal Information

Think of comments that people made about the project/trip. If you have a project journal, perhaps you have recorded some firsthand impressions. You may also have comments made by people at the project site in response to your participation there. While all such comments can't make their way into the video, perhaps some can. Think about this as you prepare your script. They can be used as part of a narration or as written comments that appear on the screen.

Personalizing the Video

- In taking footage, try to incorporate a personal touch by showing the different people in your team and what they did. Use their names in the narration if you have one. Show the living/eating/sleeping conditions to help the folks back home understand your experience.
- Show local people who worked with your team on the project, and the contribution they made to your being there.
- Try to capture something of the cultural life of the place where you served, not just the work you completed.

Mission

Help the viewers understand how your project fits in with the mission of the church.

Volunteers In Mission projects are, first of all, extensions of the ministry of Jesus Christ to others. In addition, they can be life-changing experiences for the participants. The point of your video will be to communicate the purpose your trip and to witness to the working of God in the lives of people.

Appreciation is extended to the following for some suggestions and specific tips used in this section.

John Grooters, Senior Producer, and Mark Klooster, Project & Studio Manager, RCA Productions, Reformed Church in America, Grand Rapids, MI.

Wayne T. Gehman. *Focus: Telling Stories with a Video Camera*. Mennonite Media, 1251 Virginia Avenue, Harrisonburg, VA 22802 (800-999-3534).

Dwight Beal, Director of Worship and Music, Hope College Chapel, Holland, MI 49423.

PHOTOGRAPHY TIPS

1. Resolution: Pictures need to be at 200 dpi at the size they will be printed. Because you don't know what size they will be printed, it is best to make them large. Rule of thumb: If your camera has less than three megapixels, set your camera to the highest resolution and the largest print size. If your camera has three megapixels or higher, refer to your manual for setting a 4" x 6" print at 200 dpi resolution. Your file size will probably be close to one megabyte per photo.
2. Stand close to the subject being photographed. Most pictures are taken from too far away. Don't be afraid to move closer. Don't try to include everything in the scene in one photo; focus on your subject.
3. Know the limits of your flash. Most of the built-in flashes on cameras are good only up to about ten feet. The flash is ineffective for distances farther than this, resulting in an underexposed picture. If you are taking a picture of someone on stage, you probably have to get on stage with him or go right up to the edge of the stage.
4. Use your flash outside. If your camera has a programmable setting for fill flash, use it. If not, set it so the flash goes off all the time, rather than automatically. This will help achieve proper exposure on people's faces, which are often dark because of brighter backgrounds.
5. Read your camera's manual. If it is digital, practice taking several pictures using every available feature. The more familiar you become with the camera, the better pictures you will be able to take when there isn't time to refer to the manual. You'll be surprised how much your photography can improve when you advance beyond having it set on automatic everything all the time.
6. Keep the background simple: Beware of poles, trees, and wires that will look as if they are coming out of the subject's head.
7. Try turning your camera sideways to take vertical pictures when appropriate.
8. Shoot many pictures. It used to be said that good photographers have large trashcans. Now they just hit the delete button. It often takes the pros many shots to get one good one.
9. Capture the moment. Rather than a posed shot, sometimes try to shoot impromptu shots that will better convey the emotion of what is taking place.
10. For captions, write down names of the subjects. Ask how they are spelled.

WRITING TIPS

1. Put only one space at the end of a sentence.
2. Do not use tabs or spaces for paragraph indents. This will be automatically formatted.
3. Do not skip a line between paragraphs.
4. Save files in rich text format (they have the “.rtf” extension).
5. Try briefly to state the main point of the story somewhere in the story’s first couple of paragraphs. For example, “The budget was approved with a two percent increase.”
6. If possible, provide contact information at the end of the story so that people who are interested can find out more.
7. Check name spellings.
8. Use the spell-check function, but also proofread.
9. Be as specific as possible. Use dates, numbers, and names when known.
10. Be accurate. Verify information you are not sure about.

Print Resources

Intercultural Press, Inc.

PO Box 700, Yarmouth, ME 04096

866-372-2665

<<http://www.interculturalpress.com>>

CultureGrams (can be purchased for individual countries or as a complete world set)

ProQuest Information and Learning Company

800-528-6279 (for free catalog)

<<http://www.culturegrams.com>>

Travel Magazines/Books

Condé Nast Traveler, National Geographic, Fodors, Frommer's, etc.

Internet Resources

Mission Volunteers Websites

Mission Volunteers at United Methodist General Board of Global Ministries (GBGM)

<<http://gbgm-umc.org/vim>>

<<http://www.missionvolunteers.org>>

UMVIM Jurisdictional Websites, Opportunities for Service and Mission Volunteers

<<http://www.umvim.info>>

UMVIM Online Resources

<<http://gbgm-umc.org/vim/resource.htm>>

UMVIM Project List (includes USA opportunities)

<<http://gbgm-umc.org/vim/world.htm>>

Priority Needs for Individual Volunteers

<<http://www.gbgm-umc.org/vim/indvol/urgent.htm>>

GBGM insurance form

<<http://gbgm-umc.org/vim/insuform.htm>>

Mission Opportunities for Youth

<http://www.gbgm-umc.org/westernvim/umvim_youth.htm>

Health Care Volunteers: Health care professionals and other individuals to nurture and witness to their Christian faith through healing ministries, as Christ's servants providing health care to a needy world.

<<http://gbgm-umc.org/vim/features/umfhcv.htm>>

<<http://www.healthcarevolunteers.org>>

Primetimers: A blend of service and education for older adults

<<http://gbgm-umc.org/vim/features/primepro.htm>>

<<http://www.primetimers.info>>

NOMADS: Nomads On a Mission Active in Divine Service

<<http://www.nomadsumc.org>>

Individual Volunteers: Individuals willing to volunteer for two months to two years

<<http://gbgm-umc.org/vim/indvol/program.htm>>

<<http://www.individualvolunteers.info>>

TeachUM: Teachers who use their specialized gifts in mission service

<<http://www.gbgm-umc.org/northcentralvim/teachum.html>>

Youth address social justice issues in developing country settings

<<http://gbgm-umc.org/vim/features/globalj.htm>>

<<http://www.gjv.info>>

Other United Methodist Mission Websites

General Board of Global Ministries (GBGM) Home Page

<<http://gbgm-umc.org/>>

UM Committee on Relief (UMCOR): Emergency Response, World Hunger/Poverty, and Refugees/Immigration

<<http://gbgm-umc.org/umcor/>>

Advance: Second-mile giving. 100% of donation goes to designated project.

<<http://gbgm-umc.org/advance>>

United Methodist Women: Network of women dedicated to mission

<<http://gbgm-umc.org/womens-division/index2.html>>

New World Outlook: Official mission magazine of The United Methodist Church

<<http://gbgm-umc.org/NWO/>>

Government/Commercial Travel Websites

Country profiles

<http://gbgm-umc.org/country_profiles>

Country demographics

<<http://www.countrywatch.com>>

ProQuest Information and Learning Company and Brigham Young University CultureGrams

<<http://www.culturegrams.com>>

Resources from Intercultural Press, Inc.

<<http://interculturalpress.com>>

Centers for Disease Control and Prevention (CDC) immunizations required for all countries, plus travel helps

<<http://www.cdc.gov/travel/index.htm>>

Directories of travel clinics from American Society of Tropical Medicine and Hygiene and International Society of Travel Medicine

<<http://www.astmh.org>> and <<http://istm.org>>

Travel insurance comparison site

<<http://www.insuremytrip.com>>

US State Department travel advisories for all countries

<<http://travel.state.gov>>

Worldwide database of embassies and consulates

<<http://www.tyzo.com/planning/embassies.html>>

US State Department traveler's advisories for all countries

<<http://travel.state.gov/index.html>>

Applications for passports and visas

<<http://travel.state.gov> or <http://www.traveldocs.com>>

Risk management

<<http://www.nonprofitrisk.org/pubs/sll.htm>>

Time zones around the world

<<http://www.timezoneconverter.com/>>

Conversion of US dollars into international currencies

<<http://www.oanda.com/converter/classic>>

Additional Resources

SERRV*

PO Box 365, New Windsor, MD 21776

Phone: 800-422-5915

Fax: 888-294-6376

Website: <<http://www.serrv.org>>

*Sales Exchange for Refugee Rehabilitation and Vocation: craft items for sale to benefit refugee rehabilitation throughout the world.

Trip Reports/Trip Evaluations from past team leaders to various mission sites worldwide. Contact your jurisdictional or conference UMVIM Coordinator to see if any are available.

Your jurisdictional and/or conference UMVIM Coordinator. If you do not know who that is, then contact:

Mission Volunteers

General Board of Global Ministries

475 Riverside Drive, Room 330

New York, NY 10115

Phone: 212-870-3825

Fax: 212-870-3624

E-mail: voluntrs@gbgm-umc.org

Websites: <<http://gbgm-umc.org/vim>>;
<<http://missionvolunteers.org>>

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